

1 Introductions

When you introduce a businessman or woman in some cultures you may use more formal language. Would you be more comfortable with **situation 1** or **situation 2** below?

## **Situation 1**

*Sheryl:* Hello, Bob. How are you?  
*Bob:* Fine, thanks, and you?  
*Sheryl:* Fine. I'd like | to introduce you to | Tom Crowter.  
                          | you to meet |  
*Bob:* How do you do? / Nice to meet you.  
*Tom:* How do you do? / Nice to meet you, too.

## Situation 2

*Sheryl:* Hi, Bob. How are you doing?  
*Bob:* Great.  
*Sheryl:* Bob, this is Tom.  
*Bob:* Hi, Tom. Good to see you.  
*Tom:* Good to see you, too.

## 2 Welcoming a visitor

- a** When you have introduced the visitor you would offer her / him something to drink and then have some small talk. First, look at the questions below and make notes of how you would respond to each. Then work with a partner and take turns asking and answering the questions.

# *What can I get you?*

*Would you like tea or coffee?*

*Can I get you something to drink?*

- b** You have asked a visitor, "Did you have a good journey?" Decide whether each answer below is about a car journey or a flight and whether the person had a good or a bad journey.

car	flight	good	bad
	1. A bit bumpy.		
	2. Well, the plane was very full.		
	3. A slight problem. I was delayed because of fog.		
	4. There was an accident on the motorway unfortunately.		
	5. There was a lot of traffic near Vienna but no real problems.		
	6. Well, we didn't get a meal, only a cup of coffee, but otherwise it was fine.		
	7. It was fifty minutes late.		
	8. Yes, thanks. There wasn't much traffic.		
	9. No problems. The plane arrived on time.		
	10. No problems. I was lucky some flights from Stansted were cancelled.		



**C** Be careful with pronunciation in these sentences.

Some words are more important than others in the sentences and these are given stress. Before you listen, decide which are the most important words in these sentences.

- Pleased to meet you.
- Hi, how are you doing?
- Nice to see you.
- Did you have a good journey?
- What can I get you?
- I was delayed because of fog.
- How do you do?

How many words do you hear in the last question?



Now listen again and repeat.

1.

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### 3 At the conference – role-play

**a** Look at the following business cards and quickly find the answers to these questions.

1. Who is from Sri Lanka? \_\_\_\_\_
2. Whose job involves accounts in central Europe? \_\_\_\_\_
3. Who works in part of the People's Republic of China? \_\_\_\_\_
4. Who would be happy if you decided to spend a holiday in Bangkok? \_\_\_\_\_
5. What does Helen Tan do? \_\_\_\_\_
6. What's Vu Cong Hoach's office phone number in Hanoi? \_\_\_\_\_

2.



3.



4.



5.



6.



**b** Make groups of 3 or 4 and imagine you have all arrived for a conference. Select a business card from **3a** or use your own and introduce yourself. Talk about your journey. Ask others to introduce themselves and to describe their journey. Remember not to answer questions with just 'yes' and 'no'!