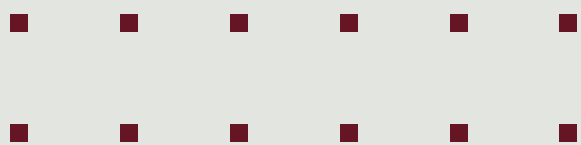




# UNIT 1

# MEETING PEOPLE



# LESSON CONTENT



**Introductions**

A black and white photograph showing a close-up of two hands shaking in a firm grip, symbolizing an introduction or agreement.

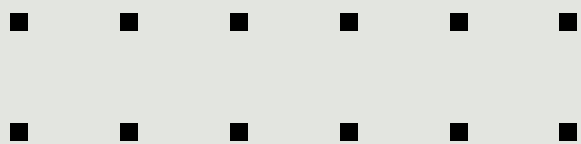
**Talking about  
a company**

A black and white photograph of a modern, multi-story building with a glass facade, viewed from a low angle looking up.

**Developing a  
conversation**

A black and white photograph of three people in business attire. Two men and one woman are standing and engaged in a conversation. One man is holding a small object, possibly a coffee cup.

**Finishing a  
conversation**

A black and white photograph of a woman in a business suit standing at a desk. She is looking down at some papers or a tablet on the desk.





## INTRODUCTIONS

### USEFUL PHRASES

#### Formal Introductions:

- Hello, my name is \_\_\_\_\_ and I work at \_\_\_\_\_.
- Good morning, \_\_\_\_\_. It's a pleasure to meet you.
- Let me introduce myself; I'm \_\_\_\_\_ from \_\_\_\_\_.

#### Informal Introductions:

- Hi, I'm \_\_\_\_\_. Nice to meet you!
- Hello, there! I'm \_\_\_\_\_. What's your name?

# INTRODUCTIONS

## USEFUL PHRASES

### Group Introductions:

- Everyone, this is \_\_\_\_\_. She/He is a/an \_\_\_\_\_.
- I'd like to introduce you all to \_\_\_\_\_, who works in \_\_\_\_\_.

### Introducing colleagues

- This is my colleague, \_\_\_\_\_, who works in (department).
- I'd like you to meet \_\_\_\_\_, our (position).

# DEVELOPING CONVERSATIONS

## SMALL TALK



Decide if the questions below are suitable ☒ or not suitable ☒ to ask in a first conversation.



Is this your first trip to Bangkok?



Have you ever been fired?



How long have you worked there?



Are you married?  
Do you have kids?



What do you like most about your job?



How much do you make?



Who do you work for?



What is your religion?



What do you enjoy doing in your free time?



# DEVELOPING CONVERSATIONS

## USEFUL QUESTIONS

### Job:

- Who do you work for?
- What do you do?
- How long have you worked there?
- What do you like most about your job?
- How long have you worked there?

### Journey:

- How was your flight?
- Was it a long travel?

### Travel experience

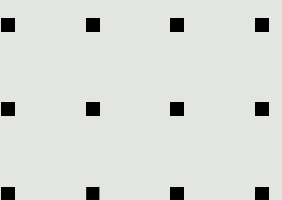
- Is this your first trip to Bangkok?
- What do you think of Bangkok?

### Nationality/Home

- Where are you from?
- Where are you based?
- What's your nationality?
- Which part of Canada are you from?

### Others:

- What languages do you know how to speak?
- What do you enjoy doing in your free time?
- Have you read any good books lately?
- What's your favorite type of food?





# TALKING ABOUT A COMPANY

## READ THE FOLLOWING DESCRIPTIONS.

### Samsung

- Samsung **produces** electronic products.

### Pink Massage and Spa House

- Pink Massage and Spa House **provides** massage and spa services.

## TALKING ABOUT A COMPANY

### READ THE FOLLOWING DESCRIPTIONS.

#### Samsung

- Samsung **produces** electronic products. We **have** 3,000 retail stores worldwide. We **plan to** open more stores next year.

#### Pink Massage and Spa

- Pink Massage and Spa House **provides** massage and spa services. We **have** branches in Bangkok and nearby provinces. We **plan to** go international and open branches in China and USA.



# FINISHING A CONVERSATION

## USEFUL PHRASES

### Formal

- It was a pleasure speaking with you.
- Thank you for the conversation. I hope you enjoy the rest of your day.
- I look forward to working together in the future.
- Let's keep in touch. Here's my contact information.
- I'll let you get back to the event. It was great meeting you.
- I'm afraid I have to excuse myself. It was a pleasure speaking with you.
- I'm afraid I need to excuse myself now. Let's stay in touch.
- Please excuse me; I don't want to keep you any longer.

# FINISHING A CONVERSATION

## USEFUL PHRASES

### Informal

- It was great chatting with you!
- Let's catch up again sometime.
- Thanks again! Hope we get a chance to talk again.
- Take care, and let's keep in touch!
- I should get going, but it was nice talking to you!
- I've got to run, but let's chat again soon.
- I'll catch up with you later! Take care.
- I've got to get back, but thanks for the chat!