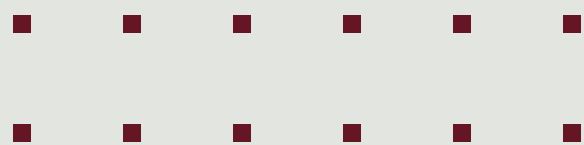




UNIT 1

MEETING PEOPLE



LESSON OBJECTIVES



1

Introduce oneself and others confidently in a business setting.



2

Develop conversational skills by asking appropriate questions in initial meetings.



3

Present basic information about a company, including its main business areas and goals.



4

Conclude conversations politely, using appropriate closings.





01

INTRODUCTIONS



INTRODUCTIONS

TASK



Imagine you have just met someone at a business conference. Use the phrases and concepts you've learned to introduce yourself and explain your role and work.

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:

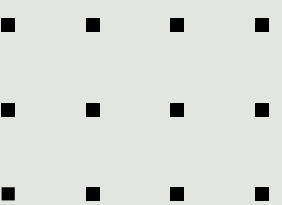
- Hi, I'm _____. Nice to meet you!
- Hello, there! I'm _____. What's your name?

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).





02

DEVELOPING CONVERSATIONS



DEVELOPING CONVERSATIONS

TASK

Start a conversation and ask about different topics like job, nationality, travel experience, etc. Use the questions below:

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

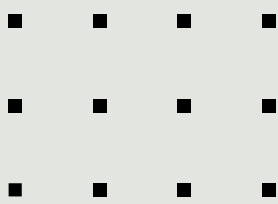
- Is this your first trip to Bangkok?
- What do you think of Bangkok?

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?





03

TALKING ABOUT A COMPANY



TALKING ABOUT A COMPANY

TASK

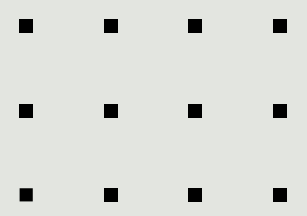
Write a description of your company or a company you know well.

Main business area: We produce / provide _____

Offices / Branches / Factories: We have _____

Future plans: We plan to _____

Tell your partner about the company.





04

FINISHING CONVERSATIONS



TASK

Imagine you've just met someone at a business conference. Use the phrases and strategies you've learned to introduce yourself, engage in small talk, talk about your company, and politely close the conversation.



Introduction



Small talk



Company



Ending

