Unit 1  Make the first contact

| Introduce yourself | Check information | Introduce yourself at reception |

Objective: Introduce yourself to a partner

Step 1 Preparation

Complete the conversation with your personal information.

A: Hello. I'm __________ [your name]. I'm from __________ [your country].
   I'm with __________ [your company].
   or
   I'm a student at __________ [your school, college or university].
B: Nice to meet you.

Step 2 Practice

Introduce yourself to the person next to you. Use the phrases from the conversation above. Practise again with one or two other people sitting near you.

Jobs

1 Which of these jobs do you know? Use a dictionary to help you.
   accountant   architect   engineer   finance manager
   lawyer   sales manager   receptionist   secretary

2 What other jobs do you know? What is your job title in English?
Task 1B
Whole class

Objective: Introduce yourself to the class

1. Introduce yourself to the rest of your class. Say your name, nationality, company and job. If you are not in work, choose a company and job that you would like to have.

2. What are the different jobs of the people in your group? What are the different nationalities?

CD 1 Listening 1

Three people arrive for a company training course. Listen to them introducing themselves. Are they all different nationalities?

2. Listen again. Are these statements true or false? Correct the false statements.

1. Mr Morris is American. False – He’s British.
2. Ms Davidsson is British.
3. The German is a sales manager.
4. The British man is a finance manager.
5. Two people are sales managers.

3. Listen again and write the first name of the British man.

Grammar reference: to be, page 83

Checking information

1. Match the questions 1–8 with the answers a–h.

2. Where are you from? b. W-I-L-S-O-N.
3. What company are you with? c. Yes. I’m an engineer.
4. Sorry, what’s your company name again? d. It’s BP.
5. What’s your job? e. I’m an engineer.
6. Can you say that again? f. I’m with BP.
7. What’s your name? g. No, I’m not.
8. Sorry, can you spell that? h. I’m from Canada.

2. Practise the questions and answers with a partner.

Strategies: Introducing yourself, page 76
Task 2

**Pairs**

**Objective: Check information**

1. **Find out about your partner. Follow the instructions below.**
   - Take turns to ask and answer questions (see 1–8 on page 7) to find out the name, company, job and nationality of your partner. Write the information in the table. Ask your partner to spell his/her name and company name. Check the information: ask your partner to say difficult words again.
   - Student A turn to page 97.
   - Student B write the information in the table below.

2. **Change roles and repeat the task.**
   - Student B turn to page 102.
   - Student A write the information in the table below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Job</th>
<th>Nationality</th>
</tr>
</thead>
</table>

**CD 2 Listening 2**

A visitor to a company comes to the reception desk and introduces himself. Listen to the conversation and answer the questions.

1. Does the visitor want to see Sonia Brown or Julia Brown?
2. Where is Mrs Brown at the moment?
3. Complete the receptionist’s question:
   Can you wait about ______ minutes?
4. At the end of the conversation, the receptionist gives something to the visitor. Is it:
   a. a business card?
   b. a visitor’s badge?
   c. a cup of coffee?
Listen again and complete the visitor's book with information about the visitor.

**Visitors' book**

<table>
<thead>
<tr>
<th>Name of visitor</th>
<th>Company</th>
<th>To see</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Springer</td>
<td>Kidds &amp; Co</td>
<td>Chris Maserati</td>
<td>C. Springer</td>
</tr>
<tr>
<td>A. Macintosh</td>
<td>Red Plastics plc</td>
<td>Raine Lewis</td>
<td>A. Macintosh</td>
</tr>
</tbody>
</table>

What do you say? 2

**At reception**

Complete the conversation.

Visitor: 1__________ morning. My 2__________ Maria Sanchez. 3__________ here to see Mr Jackson.

Receptionist: Peter Jackson or Alan Jackson?

Visitor: I'm 4__________ sure.

Receptionist: 5__________ his 6__________?

Visitor: Sales manager.

Receptionist: That's Peter Jackson. Just a 7___________. I'll call him. Hello? Reception here. Maria Sanchez is 8__________ to see Peter Jackson. 9__________ sorry, Ms Sanchez. Mr Jackson 10__________ in his office at the moment. 11__________ in a meeting. 12__________ wait about five minutes?

Visitor: Yes, 13__________ .

Receptionist: Here is your visitor's 14__________. 15__________ have a seat.

Visitor: 16__________ .

**Objective: Introduce yourself at reception**

Role-play a conversation between a visitor and a receptionist. Take turns to be the visitor.

- Student A turn to page 97.
- Student B turn to page 100.

**Summary**

In this unit, you have learnt to:
- introduce yourself
- ask questions to check information
- introduce yourself at reception