

Course: Business English

Level 1

Day №1

Unit 1 New Faces

Have you ever introduced yourself to a customer or a colleague?

How did you do it?



Listening

Look at the photograph.

Lucy Chang is introducing herself to Andrew Walsh. With a partner, answer these questions.

1. Which one do you think is a new employee?
2. Which person is from Human Resources?
3. Which of these topics will they talk about?



names interests colleges work hometowns ages departments

Introducing yourself



Written English	Spoken English
My name is ...	My name's ...
I am ...	I'm ...
I am from ...	I'm from...

Come up with your own sentences:

- 1.
- 2.
- 3.

Speaking practice



You are going to meet a very important foreign client in 2 minutes.

Introduce yourself and make the client feel welcome and comfortable.

Talking about yourself

In what situations would you need to talk about yourself?



Culture Focus

Person A: My name is Koji Hirano. All of my colleagues call me by my last name, Hirano. Usually we add 'san' to names in Japan. For example, my boss, Toru Nakamura, is always Nakamura-San and he calls me Hirano-San...unless he's angry with me and then it's just 'Hirano.'

Person B: Everyone at the office calls me Pamela. My boss, new employees, everyone. My last name is Bryson, but usually only visiting sales people call me Ms. Bryson.

Person C: My name is Elizabeth Reiser. My friends and colleagues call me Eli but I really prefer my whole first name, Elisabeth.



Talking about yourself.

Talking about yourself

I'm from...

I live in...

I studied/I am studying at (name of university)...

I majored in ...

Create a good sentence!

- 1.
- 2.
- 3.
- 4.



Talking about yourself

Complete the sentences.

Hello! My name is _____. I am from _____, but now I live in _____. My parents are _____. I have _____ brother and _____ sister. I am studying at _____ and majoring in _____.



I am _____.
I studied at _____ and majored in _____.
My first job was _____.
Now, I am working as a _____ and been doing it for _____ years.
My future plans are _____.



My name is _____.
I have been married for _____ years and have _____ children.
I work as a _____ in _____.
I have been doing it for _____ years.
I _____ my job and I plan to retire at the age of _____.



Communication activity

TALK ABOUT YOURSELF!

FILE CARD

Name _____ From _____

School/College/University/Company/Department _____

Major/Job title _____



***Thank you for
today!***

***I'm looking forward to
seeing you again!***