

Course: Business English

Level 1

Day №2

Introducing other people



Have you ever introduced someone else to a customer or colleague?

How did you do it?

How do you introduce people in your country?

Introducing others and being introduced

1 Read the conversation

A: Mr. Haneda, I'd like to introduce you to Josjua Travis. Joshua works in the Marketing Division of oue company. Mr. Haneda is a direktor of Yonegawa Industries.

B: It's nice to meet you, Mr. Haneda.

C: Nice to meet you too. How long have you been at International Foods, Mr. Travis?



Introducing others and being introduced

Unscramble these phrases:

1. Mr. Haneda, / like / Joshua Travis / to I'd / you / to introduce /.
2. works / the / Joshua / Marketing / in / company / our division / of /
3. director / of / Mr. Haneda / is / Yonegawa Industries / a.
4. to / you / meet / Nice.
5. long / how / been / have / you / at / International foods? Mr. Travis?

Introducing other people.

Introducing other people

This is ...

These are ...

He is...

They are ...

She is ...

Create good sentences!

1.

2.

3.

4.

5.

Culture focus

When you first meet someone, you may have a short conversation before exchanging names. However, when you introduce two people, give their names at the beginning of the conversation and also add information about each person to help them talk to each other.

If you are introduced to someone,
Use their name immediately.
It will help you remember it.



How will you introduce Mr. Williams to Mr. David Roberts?



David Roberts
Advertising Department

Mr. Williams
CEO Forbes Magazine

Activity Day



EnglishMania.com

Introducing oneself

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

Introducing other people

This is ...

These are ...

He is...

They are ...

She is ...

Talking about yourself

I'm from...

I live in...

I studied/I am studying at
college...

I majored in ...

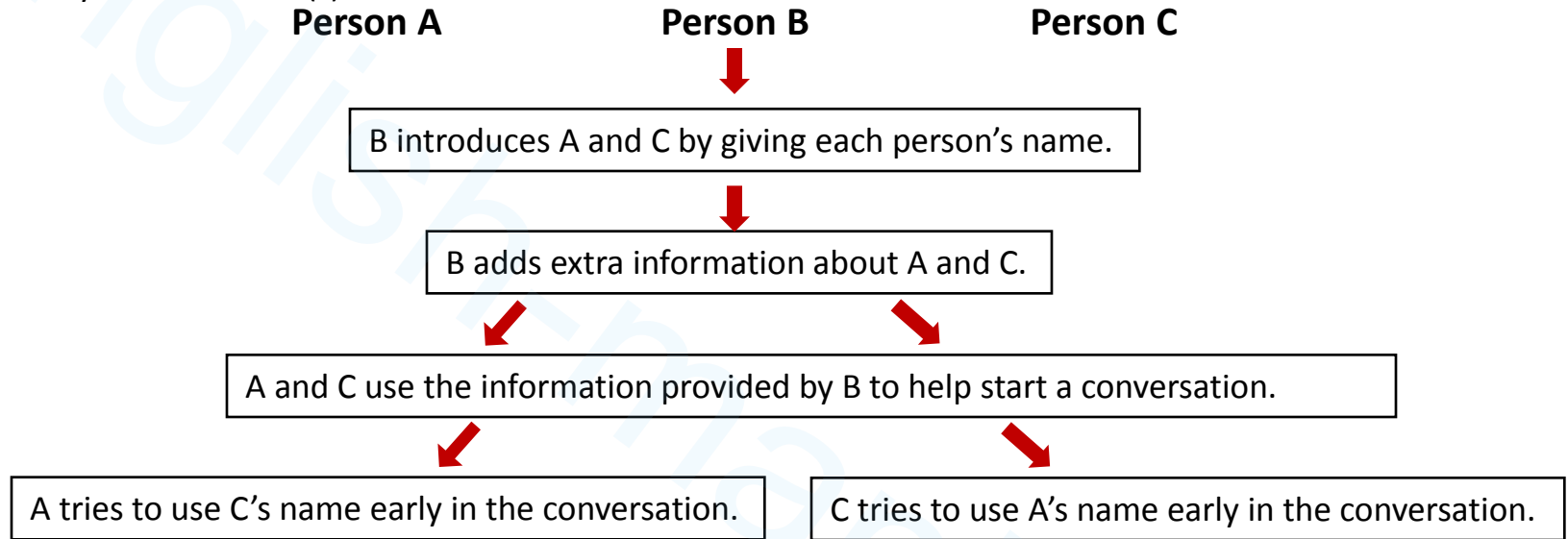
Match the parts to make six sentences.

My name's	Seattle in the U.S.
I'm from	The Human Resources Department
I'm working in	Rick Howe
I'm	
I'm in	
I come from	

Language focus

2

Look at the stages of introducing two people. Write examples for each stage. Use your own name(s).

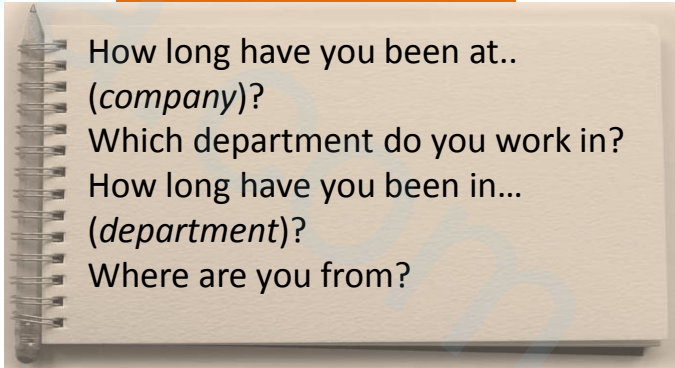


Example:

PERSON B: Mr. Haneda, I'd like to introduce you to Joshua Travis.
 Joshua works in the Marketing Division of our company.

PERSON A: How long have you been at General foods, Mr. Travis?

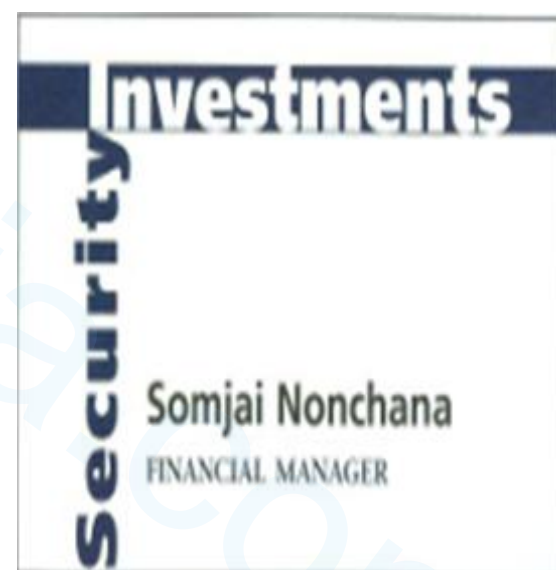
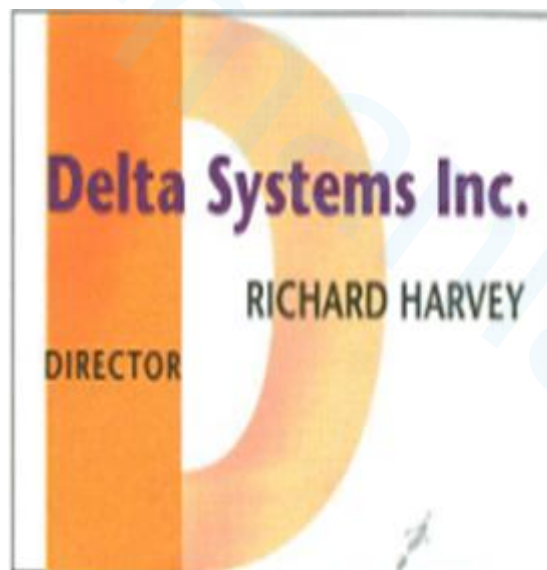
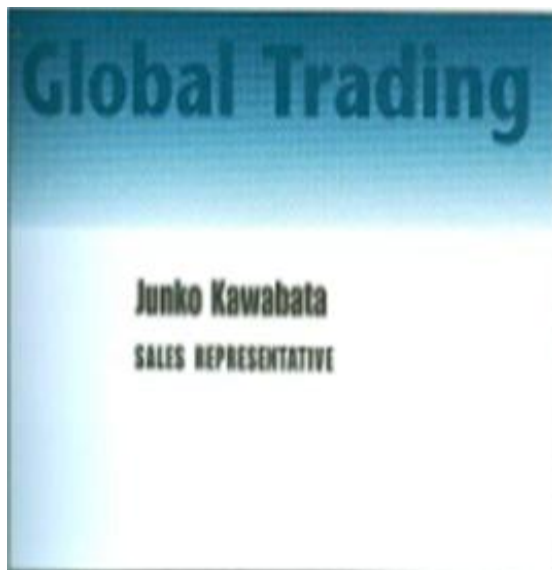
Useful language



4

Communication activity

Here are three people with whom you are acquainted.
Richard Harvey comes over to greet you while you're talking to Junko Kawabata.
Soon thereafter, Somjai Nonchana joins your little group.



***Thank you
and
goodbye!***