

LESSON

01

MEETING NEW PEOPLE

LEARNING OBJECTIVES

After this chapter, you will be able to...

- introduce yourself and your job
- talk about what you do at work using simple present tense
- write an e-mail introducing yourself



1 GETTING STARTED

A Let's look at the image.
Describe what's happening in the picture.



What does this tell you about the culture and its greetings?

?

B When would you say...

- It's nice to finally meet you.
- The pleasure is mine.
- I work in accounting. And yourself?
- No, actually I'm German.
- You must be John.

GOOD TO KNOW

Common
Mistakes

What's wrong? Check the answers in the back of the book.

- Q: What is your new boss like? > A: He is like golfing.
- Q: What does Tom like? > A: He like chocolate.
- Q: What are you like? > A: I am like a nice woman.

2 LANGUAGE PREVIEW

A Business Expressions

Read the following expressions and write your own sentence for each.

put yourself out there: make yourself noticed, often at the risk of failure.

E.g.) *It's important to put yourself out there regularly if you want to build a social network.*

Make your own:

put your best foot forward: appear at your best when meeting someone.

E.g.) *Putting your best foot forward is important when attracting new clients.*

Make your own:

start off on the right foot: begin a relationship on good terms.

E.g.) *The meeting with our new CEO went really well. I'm happy we started off on the right foot.*

Make your own:

B Key Patterns

Here are some key patterns that you can use when introducing yourself and others.

I'm...from...

... the Sr. Manager...Sales
... Bill Gates...Microsoft
... your co-worker... across the
hall

She's in...

... Human Resources
... the HR Department
... the people business

We're responsible for...

... corporate strategy
... designing new products
... 35% of global supply

3 THE FORMAL SORT

A Formal or Informal?

With a partner, sort the questions and explain why you believe they are formal or informal.

My job includes...

It is a pleasure to...

I'm in charge of...

Get in touch via...

I'm happy to...

Please contact me through...

Formal

Informal

.....

.....

.....

4 INTERACTIONS



A Listen and fill in the blanks.

Meeting New Co-workers

Pete: (1) _____, I'm Pete from Finance.

John: Nice to meet you. I'm John.

Pete: I haven't seen you around before. Are you new?

John: Yeah, I just transferred from the Chicago branch.

Pete: Which department are you in?

John: I'm in (2) _____.

Pete: Good line of work. So do you (3) _____?

John: Actually, not much. I'm a (4) _____, so I'm responsible for (5) _____. How about you?

Pete: I'm an accountant, so basically I'm in charge of (6) _____.

B Practice the dialogue with the options below.

Option 1

1. Hi
2. Marketing
3. make advertisements
4. brand strategist
5. brand development
6. the company's bottom line

Option 2

1. It's a pleasure to meet you
2. R&D
3. test the products
4. development engineer
5. creative design
6. cash flow


C Pragmatic Comprehension

Answer the following questions based on the dialogue above.

- 01 What is the relationship between John and Pete?
- 02 Are John and Pete interested in the conversation? How do you know?
- 03 Which dialogue option has the most formal greeting? Which has the least?



5 ATTENTIVE LISTENING

 **Extended Dialogue** · Three people are having a discussion at work. Listen and complete the questions below.

A Active Listening. Think about the following questions as you listen. Write the answers in the spaces below.

› Who are the people in the conversation?

› What do they do?

› What are they going to do?

B Circle T for true and F for false. Explain your answer.


01 The three people are friends. T (F) *“False! John doesn't know Beth.”*

02 This is a formal conversation. T / F

03 They are in the breakroom. T / F

04 Beth is from Austria. T / F


05 Beth has to go to a meeting. T / F

 What do you think will happen next?

Audio Script


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QUOTE OF THE DAY


 > What's more important: hiding your weaknesses or addressing them? Why?

> What experience do you have that applies to these quotes?

“It's useless to put your best foot forward and then drag the other.”

Zig Ziglar 

“My dad always taught me that when there's an elephant in the room, introduce them.”

Roger Lincoln 

6 BUSINESS BASICS

A E-mail Exchange

Read the e-mail and reply using appropriate expressions learned in this chapter.

Please allow me to introduce myself. My name is Beth Rockwell, the HR manager at ABC Inc. Tom Brown passed me your information and I would like to know more about you and what you do; it will help me recommend you to the right department. Thank you.

Best regards,
Beth Rockwell,
ABC Inc.

▼ beth (abc.com)

✓ A

Dear Beth,

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.....

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Sincerely,

.....

Send



7 TALKING SHOP

A Group Discussion

In groups, choose questions that interest you the most and discuss.

- 01 Do you ever get nervous meeting new people? If so, how do you deal with it?
- 02 What things do you notice when meeting people for the first time?
- 03 How important are first impressions? What can you do to make a positive impression?
- 04 What are signs of respect when greeting?
- 05 What body language makes you trust/distrust someone when you first meet?
- 06 What do you do to put your best foot forward in new environments?
- 07 What's the best way to make people remember meeting you?
- 08 Your own:

8 CASE STUDY

Procter & Sample (P&S) just bought Millette, a company with a vastly different corporate culture. While P&S is optimistic about the new merger, Millette employees have not received the news well. Many have worked there for their entire careers and do not like change. They are also unhappy that the headquarters for Millette is moving to P&S, causing relocation or significantly longer travel times. P&S's CEO is looking for a proposal with recommendations from the HR team.

The following recommendations were proposed:

- 01 Offer Millette's employees the option to take a generous severance package.
- 02 Move some P&S employees to Millette's office and vice versa for a period of one year before closing down Millette's office.
- 03 Hold monthly training and integration workshops at an off-site location for both Millette and P&S, and leave each company's employees to work out of their original office for a one-year period before moving all employees to P&S's headquarters..

TASK

You are a part of the HR team in charge of merging the two offices. Which of the recommendations would you include in your proposal to P&S's CEO? Keep in mind, the end goal is to successfully integrate Millette's employees with P&S's employees and to make the transition as easy as possible on all employees.

After reading this chapter, **I can...**

- ... introduce myself and my job
- ... talk about what I do at work using simple present tense
- ... write an e-mail introduction of myself

**SNEAK
PEAK:**

> What are your favorite work-related pastimes?