

Lesson 1 Greeting new colleagues



Listen to the conversation and complete the gaps

John: Good morning. My name is John.

Carla: Hello. I'm Carla.

John:

Carla: This is Edward.

John: Hi., Edward.

Edward:

Carla:, Martina?

John:, Martina.

Martina:

LISTEN

May I introduce my colleague

It's a pleasure to meet you

Nice to meet you too

Pleased to meet you

The pleasure is mine

Great to meet you

Likewise!

CHECK YOUR ANSWERS

PRONUNCIATION

Learn to say these phrases

What do they mean?

Great to meet you.

It's a pleasure to meet you.

Pleased to meet you.

Nice to meet you too!

The pleasure is mine.

Likewise!

It was nice meeting you.

Looking forward to it!

May I introduce my colleague?

See you soon!

Getting to know each other

Complete the questions.

1 What do you do?

2 you like your job?

3 far is your home from your workplace?

4 of things do you do in the evening?

5 did you last study English?

6 do you want to learn English?

7 is your favourite actor?

8 are you going to have dinner tonight? At home?

9 time do you spend on social networking sites?

10 season do you like the most?

Check

Write the missing words.

1. My name ____ Adam.
2. It's a pleasure ____ meet you.
3. The pleasure is ____.
4. Great to meet ____.
5. May I _____ my colleague?
6. Pleased to _____ you.
7. Nice to meet you ____ .
8. _____ was nice meeting you.
9. Looking forward _____ it!

Speaking Practice
Work in pairs or small groups and
make a similar conversation.

Discuss the questions

1. How often do you meet new people? Where do you meet them? (for example: work events, business trips, etc.)
2. When you meet someone for the first time, how do you feel?
3. How long does it take you to feel comfortable with a new person?
4. What is the first thing you usually do or say when you meet a person for the first time?
5. Do you know any good ice-breaker questions?
6. What does 'first impressions matter' mean? How can you make a good first impression?
7. When you meet someone and hear their name, do you remember it easily? Do you have any tricks to remember names well?
8. Do you remember faces? When you meet a person, do you easily recognize them later?

Practice saying goodbye in different ways.

How to say goodbye:

Goodbye! → Bye!

Have a great day. → Likewise!

Take care. → You too!

Bye! → Bye! See you later.

See you later! → See ya!

See you soon! → Looking forward to it!

It was nice meeting you. → Likewise! Take care.

Have a wonderful day. → Thank you, and you as well.

