

## Could you introduce yourself

### Task 1: Listen and complete the missing information about each participant



**Mark Olsen** is from

(country). He is a director of communications. He lives in  (country).



**Laura Bianchi** is from

(country). She is the regional director. She works from  (city).



**Daniel Petitjean** is from

(country). He is a commercial director. He works from  (city).

### Task 2: Useful Language

Complete the gaps using the words and phrases in the box. Then, listen to the audio and check your answers.

**in charge of • skills • provide • responsible • headquarters • involves • mainly • background • work for**

Write the missing words

1. I  Nordic Energy Services. We  renewable energy solutions.
2. Our  are in Berlin. That's where I am based.
3. My job  organizing and running training courses for senior managers.
4. I'm  for health programs and public awareness campaigns.
5. I love my job and I'm happy to learn more about communication .
6. We  work with large public companies in the region.
7. My  is in new technologies.
8. I'm  quite a large team, and good communication is essential.

#### **Note: Headquarters vs. Branch Office**

**Headquarters (HQ)** — this is the **main office** of a company. Important managers work there, and many big decisions are made there.

**Branch office (or branch)** — this is a **smaller office** in another city or country. It usually follows the rules and plans made at the headquarters.

#### **Example:**

*TechPlus Ltd is an international company.*

- Its **headquarters** are in **Berlin**.
- It has **branch offices** in **Prague, Warsaw, and Riga**.

**Audio Script**

**Emma Clark (Tutor):** Okay, everybody, can we make a start? First of all, allow me to welcome you all to European Leadership Institute. My name is Emma Clark, and I am the main tutor for our Results Through Collaboration course. It's always useful to know something about the background of the other participants, so we normally begin by asking you to introduce yourself to the rest of the group. Perhaps we could start with you, Mark?

**Mark Olson:** Yes, hello. My name is Mark Olson. I work for Nordic Energy Services. We provide renewable energy solutions. I am Director of Communications in the HR department. I am Swedish, but I live and work in Germany. Our headquarters are in Berlin. That's where I am based. At the moment, I am visiting our other offices in Europe. My job involves organizing and running training courses for senior managers.

**Emma Clark:** Thank you, Mark. Laura?

**Laura Bianchi:** Hello, I'm Laura Bianchi. I work for the Ministry of Public Health. I'm Italian, and I am from Milan. I'm responsible for health programs and public awareness campaigns. I work from Rome, and I am the regional director for Northern Italy. I love my job, and I'm happy to learn more about communication skills.

**Emma Clark:** Thank you, Laura. Daniel?

**Daniel Petitjean:** My turn. Hi, everybody. My name is Daniel Petitjean. I'm commercial director at Urban Tech Services in Lyon. We mainly work with large public companies in the region. My background is in new technologies, and I'm responsible for promoting and selling our ideas for online services and products. I'm in charge of quite a large team, and good communication is essential. You probably think from my accent that I'm French. Actually, I'm Swiss, but I'm based in Lyon, where we have our main office. It's a pleasure to meet you all.

**Task 3 Choose five suitable phrases and make sentences about yourself and your job.**

<ul style="list-style-type: none"><li>• I work for...</li><li>• We provide...</li><li>• We mainly work with...</li><li>• I am...</li><li>• I live and work in...</li></ul>	<ul style="list-style-type: none"><li>• Our headquarters are in...</li><li>• Our main office is in...</li><li>• My job involves...</li><li>• I'm responsible for...</li><li>• I'm in charge of...</li></ul>
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**Task 4: Situation Simulation | Introductions Meeting**

**A Prepare a short text about your work using the phrases from Task 3. Include answers to some of these questions:**

1. Where **do** you **work**?
2. What **do** you **do**?
3. Who **do** you **work** for?
4. Where **are** your headquarters?
5. What **does** your company **provide**?
6. What **does** your job **involve**?
7. What **are** you responsible for?
8. Who **are** you in charge of?
9. **Do** you mainly **work** in the office or from home?
10. **Do** you **enjoy** your job?

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**B In small groups share your stories, and ask each other extra questions.**