Meeting People in Business

Meeting people in business means we need language for:

**INTRODUCING OURSELVES TO OTHER PEOPLE**

May I introduce you to ……?

How do you do?

Do you know ……?

Hello. / Hi.

Good morning. My name is ……

I don’t think we’ve met. I’m ……

Excuse me. Are you Mrs ……? I’m ……

**GETTING INFORMATION ABOUT OTHER PEOPLE & FOREIGN COMPANIES**

What’s your name? (What is …)

What nationality are you?

Who do you work for?

Where do you work?

What’s your position in the company?

**DESCRIBING JOBS AND RESPONSIBILITIES**

I’m ……

a financial controller.

an engineer

responsible for

I work for ……

IBM

(for + employer)

I’m in ……

marketing

(in + type of work)

the chemical business

chemicals

**TALKING ABOUT COUNTRIES AND NATIONALITIES**

Where do you come from?

I’m from Greece / I come from U.S.A.

What nationality are you?

Are you Italian? - No, I’m Greek

Where were you born? - I was born in Paris.

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A. Fill in the missing words or phrases to the following dialogue:

Louise : Mr Stirling, ____________ you to Peter Brien.

Peter, ____________ Mr Stirling of Siemens Germany.

Mr Stirling : ____________?

Peter : ____________ ?

Louise : Peter works for our New York branch. He’s ______ international accounts.

B. Put this conversation in the right order. Write numbers in the boxes.

1. Thomas : Yes, I do. How are you Sven?
2. Sven : Not bad, thanks.
3. Thomas : Welcome to Oxford. It’s nice to see you again.
5. Ulla : And you. Do you know my colleague, Sven Olsen?
6. Thomas : Fine. How was your trip?

C. Put the right question word in the spaces of the following invitation:


**WELCOME TO THE CONFERENCE**

……… are you here?

……… is it?

……… many people are attending?

……… are they?

……… divisions do they work in?

……… do we meet?

……… do we meet?

……… are you here?

……… is it?

……… many people are attending?

……… are they?

……… divisions do they work in?

……… do we meet?

……… do we meet?

**to find out about Microsoft new products**

**The RM11 data communication system**

**110**

**European members of Microsoft team**

**Marketing and Sales**

**At 8 o’clock in the evening**

**in the Regency Lounge (5th floor)**

D. Here are some answers, but what are the questions?

1. How do you do?

2. IBM.
3. John Markou
4. They produce and sell computers
5. J-o-h-n.
6. The financial department
7. I’m Greek
8. I’m an auditor
9. No, I’m single
10. English, Spanish and Italian

E. Complete this conversation. Use a, an, for and in:
A  What do you do for a living?
B  I’m ___ computers.
A  Really? Who do you work ____?
B  Olivetti. I’m ____ product manager. What about you?
A  I work ____ Balfour Beatty.
B  So you’re ____ the construction business.
A  Yes. I’m ____ engineer.

F. Complete these sentences about yourself:
1. My name is ...........
2. I’m ............ years old
3. I was born in ............ I’m ............
4. I live in .................
5. I work for ....................
6. I’m a/an ....................
7. I’m in .....................
8. I like ....................

G. Complete the following chart:

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>NATIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japan</td>
<td>Japanese</td>
</tr>
<tr>
<td>The USA</td>
<td>Italian</td>
</tr>
<tr>
<td>Sweden</td>
<td>Norwegian</td>
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<td>France</td>
<td>British</td>
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<tr>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>The Netherlands</td>
<td></td>
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