

Meeting People in Business

Meeting people in business means we need language for:

• INTRODUCING OURSELVES TO OTHER PEOPLE

May I introduce you to

..... this is

How do you do?

How do you do?

Do you know ?

..... this is

Hello. / Hi.

Nice to meet you.

Good morning. My name is >>>>

I have an appointment to see >>>>

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. (a/an + job)

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.

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.

	Thomas	: Yes, I do. How are you Sven?
	Sven	: Not bad, thanks.
	Thomas	: Welcome to Oxford. It's nice to see you again.
	Thomas	: Good. Let's go upstairs and have some coffee.
	Sven	: Fine thanks, Thomas. And you.
	Ulla	: And you. Do you know my colleague, Sven Olsen?
	Thomas	: Fine. How was your trip?

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

When - Where - Why - What - How - Who - Which

WELCOME TO THE CONFERENCE

.....	are you here?	<i>to find out about Microsoft new products</i>
.....	is it?	<i>The RM11 data communication system</i>
.....	many people are attending?	<i>110</i>
.....	are they?	<i>European members of Microsoft team</i>
.....	divisions do they work in?	<i>Marketing and Sales</i>
.....	do we meet?	<i>At 8 o'clock in the evening</i>
.....	do we meet?	<i>in the Regency Lounge (5th floor)</i>

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

1.	How do you do?	2.	IBM.
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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 :

COUNTRY	NATIONALITY
Japan	Japanese
The USA	
	Italian
Sweden	
	Norwegian
France	
	British
Switzerland	
	Turkish
Germany	
The Netherlands	