Meeting People in BusinessMeeting people in business means we need language for:• INTRODUCING OURSELVES TO OTHER PEOPLE

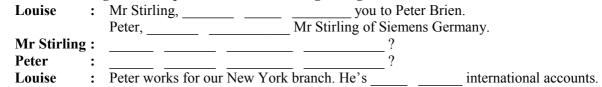
May I introduce you to? How do you do? Do you know ? Hello. / Hi. Good morning. My name is >>>> I don't think we've met. I'm Excuse me. Are you Mrs? I'm

..... this is How do you do? this is Nice to meet you. I have an appointment to see >>>>

• 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 IBM I work for (for + employer)I'm in marketing (in + type of work) the chemical business chemicals TALKING ABOUT COUNTRIES AND NATIONALITIES ٠ 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 :



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

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
		comput	ers
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 :

- What do you do for a living? А
- B I'm ____ computers.
- A
- Really? Who do you work ____? Olivetti. I'm ____ product manager. What about you? В
- I work _____ Balfour Beatty. A
- So you're _____ the construction business. Yes. I'm _____ engineer. В
- A

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

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