

Socializing 01: Making Business Introductions

Practice 1 | Useful Expressions

Directions: Listen and repeat.

Introducing someone

- Allow me to introduce myself, I'm James Johnson.
- I'd like to introduce to you the Vice President, Mr. Michael Morgan.
- I'd like to introduce to you my wife, Jennifer Smith.
- Let me introduce to you my Secretary, Ms. Patricia Jones.
- Mr. Ronald, this is Attorney Jeff Stanley from Micro Company.

Responding to someone

- It's a pleasure meeting you!
- It's nice meeting you. / Nice to meet you.
- I'm pleased to meet you.
- I'm looking forward to working with you!

TIPS: When introducing or being introduced

- Show politeness - be polite or introduce yourself politely
- Give a firm handshake - to show confidence and professionalism
- Make an eye contact - to show sincerity

Practice 2 | Dialogue 1

Directions: Read the dialogue aloud with your teacher.

A new HR was hired in Micro Company. The boss introduced him to all of the employees.

Boss : Good morning, everyone. **I would like you to meet** our new Human Resource Manager, Mr. Willy Parker.

Mr. Parker : Good morning, everyone. **I'm pleased to meet you all.**

All : **Nice to meet you**, Mr. Parker.

Boss : **I'm looking forward to working with you.**

(Joan, company's vice president, just arrived)

Boss : Oh, Good morning Joan, this is Mr. Parker our new HR Manager. Mr. Parker, **this is** Ms. Joan, our vice president.

Ms. Joan : **It's a pleasure to meet you**, Mr. Parker.

Mr. Parker : **I'm pleased to meet you, too!**

Check your understanding: Answer the following questions.

1. What is the dialogue all about?
2. What are the expressions you learned from this lesson?

Practice 3 | Conversation Questions

Directions: Answer the following questions, please:

1. How do you introduce yourself politely in your country?
2. In your country, do you apply the same tips presented on the first page? If not, how is the introduction any different from what you've learned?
3. How do you feel and react when you are introducing yourself politely but the other person is responding in an informal way?
4. What would you do if you had to introduce someone whose name you have forgotten?

Practice 4 | Role-Play

Directions: Have a role-play with your teacher in the situations below.

Situation 1: You are walking outside with your wife and you run across your new boss. Introduce your boss to your wife and have a small talk with your boss. Your teacher will act as your boss.

Situation 2: You are the head of the marketing team of your company and you have a new member. Welcome the new employee and introduce him/her to the rest of the team.

Situation 3: You are having dinner at a restaurant and you notice your boss and his wife sitting at another table. You decide to approach them and greet them and your boss introduces you with his wife. Your teacher will be your boss.