

UNIT 1



The First Meeting

I. Express Yourself



II. Vocabulary

Read and familiarize yourself with the following word/s or phrases.

business card

in charge of ~

work closely with (someone)

consulting company

trading floor

firm

III. Conversation Practice

Practice the conversation with your teacher by doing a role play.

Steve: Hi, I just want to introduce myself. My name is Steve Bernstein. I recently joined the company.

David: Hi, Steve, I'm David Sullivan. Nice to meet you.

Steve: Nice to meet you, too. What do you do here?

David: I'm in charge of Computer Networking for the trading floor. What about you?

Steve: I'm the new Global Sales Manager.

David: Oh, great, congratulations. I work closely with your team.

Steve: That's good to know. How long have you worked here?

David: I've been here for three years. I worked at a consulting company before that. And you?

Steve: I was at Global Securities for 10 years.

David: I have a lot of friends over there. It seems like a good firm to work for.

Steve: Yes, it was. I have a lot to learn about this place.

David: You'll like it here. If you have any questions, just let me know.

Steve: I look forward to working with you.

David: Same here.

Steve: Let me give you my card.

David: Thanks, here's mine. Please call me if you need anything.

Steve: Will do. Nice meeting you.

David: Nice to meet you, too, and good luck.

 **Comprehension Check**

1. What did Steve and David talk about in their first meeting?
2. Who is the new employee and what will be his position in the company?
3. How long has David been working in the company?



<p>Greetings: Nice to meet you. (start of the conversation) Nice to meet you too. Nice meeting you. (end of the conversation)</p>	
<p>What do you do here?</p>	<p>(asking about the role/position in the company)</p>
<p>I'm in charge of ...; I'm the ...</p>	<p>(division/section) (role/position)</p>
<p>I work closely with your team.</p>	<p>(work together or collaborate with ...)</p>
<p>How long have you worked here? I've been here for ...</p>	<p>(how long one has been staying in the company)</p>
<p>I worked at ...</p>	<p>(talking about previous job)</p>
<p>Let me give you my card.</p>	<p>(when giving your business card)</p>
<p>If you have any questions, just let me know. Please call me if you need anything.</p>	<ul style="list-style-type: none"> - Call me if there is anything I can do for you. - Please call me if there is anything you need.
<p>Same here.</p>	<p>Likewise./ Me, too.</p>
<p>I look forward to working with you.</p>	<p>(mostly used at the end of a conversation, meeting or negotiation)</p>
<p>That's good to know.</p>	<p>I'm glad to hear that.</p>
<p>What do you do here?</p>	<ul style="list-style-type: none"> - What's your job? - What do you do for a living?
<p>Will do.</p>	<p>I will.</p>

IV. Exercises

✚ Exercise A

Vocabulary Building

Fill in the blanks with the correct words from the box.

business card in charge of
 consulting company firm

1. I am _____ the sales and strategies for the company.
2. Here is my _____. Please call me if you need anything.
3. I worked at a _____ for four years.
4. I applied at a law _____ two years ago.

✚ Exercise B

Indicate the expressions to use in the following situations. Give as many expressions as you can.

1. Giving a business card
2. Asking for someone’s job or position in the company
3. Introducing yourself
4. Greeting for the first meeting (business setting)

✚ Exercise C

Complete the conversation by filling in the blanks with your own words.

A: Hi, I just want to introduce myself. _____.

B: Hi _____, _____. Nice to meet you.

A: I’m in charge of _____. What about you?

B: I’m the _____.

A: _____.

B: How long have you worked here?

A: _____. And you?

B: _____.

 **ROLEPLAY**

You are new at the company and you meet your co-worker for the first time. Introduce yourself and talk about your role/position in the company.

