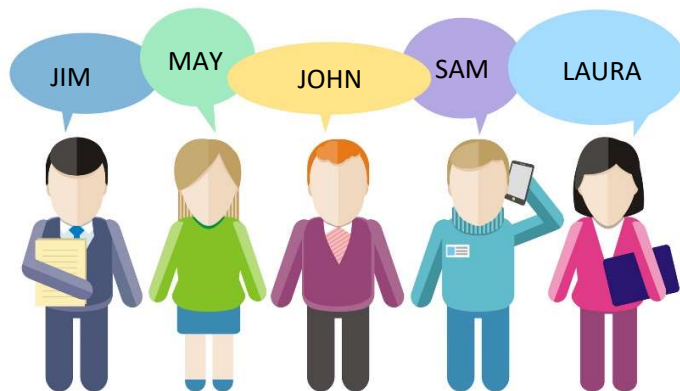


UNIT 2



Introducing Others

I. Express Yourself



<p>JIM</p> <p>Marketing Director</p> <p>Responsible for implementing and developing marketing strategies for the products.</p>	<p>MAY</p> <p>Sales Manager</p> <p>Responsible for leading and coaching a group of salespeople.</p>	<p>JOHN</p> <p>CEO</p> <p>Head of the company</p>
<p>SAM</p> <p>Sales Representative</p> <p>Responsible for meeting the sales goals through presentations and product demonstration.</p>	<p>LAURA</p> <p>HR Staff</p> <p>Responsible for recruiting, screening, interviewing and placing workers.</p>	

II. Vocabulary

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

tour

start off on the right foot

swing by

quarter

key people

III. Conversation Practice

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

Kenny: Good morning, Steve. <Humorous> Glad to see you weren't late for your first day of the job.

Steve: <Laughing> I wanted to start off on the right foot.

Kenny: Let's take a quick tour of the trading floor and I'll introduce you to some key people.

Steve: That would be great. I like the atmosphere. There's a lot of excitement and energy in the room. It's a HUGE trading floor!

Kenny: This is the biggest private trading floor in the world, so it gets a bit crazy sometimes.

Steve: How many people are working on this floor?

Kenny: We have 1,200 people on this floor alone and there are two other trading floors right below this one.

Steve: Amazing. At my last company the trading floor was one quarter the size.

Kenny: Let me introduce you to Bob Bruno. Bob is the Managing Director in charge of Government Bond Trading. Bob, this is Steve Bernstein.

Steve: Hi, Bob, nice to meet you, I look forward to working with you.

Bob: Nice to meet you, too. I've heard a lot of good things about you and am looking forward to doing a lot of business with you. Let's get together after you get settled in and I'll introduce you to my trading team.

Steve: That would be great. I should have time this afternoon. I'll swing by your office later on.

Bob: Sounds good.

実践ビジネス英会話 Chapter 1 挨拶、紹介/人を紹介する(二度目以降の挨拶)

 **Comprehension Check**

1. What is Bob's position in the company?
2. Which part of the company does Kenny show Steve around?
3. What is Steve's impression of the company?



 **Key Points:**

Let's take a quick tour...	<ul style="list-style-type: none"> - I'll give you a quick tour. - I'll give you a/ the grand tour.
Let me introduce you to ...	<ul style="list-style-type: none"> - I'd like to introduce you to ~. - I'm happy to introduce you to ~. - It's my pleasure to introduce you to ~.
I've heard a lot of good things about you.	<ul style="list-style-type: none"> - I've been hearing some good things about you. - I've heard a lot/ so much about you. <p>Response: All good, I hope. / Good things, I hope. / Nothing bad, I hope.</p>
I like the atmosphere.	<p>Used when you like the environment (company, place)</p> <ul style="list-style-type: none"> - I like the ambience.
How many people are working on this floor? We have...	<p>Commonly used when having a tour at the company</p>

IV. Exercises

 **Exercise A**

Vocabulary Building

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

key people	start off on the right foot
swing by	quarter

1. They are the most important employees here. They are the _____ in the company.
2. I hope I can _____ the office next time.
3. I will _____ with my new job.
4. Please submit the reports for the next _____.

実践ビジネス英会話 Chapter 1 挨拶、紹介/人を紹介する(二度目以降の挨拶)

 Exercise B

Choose 2 people from the box and introduce each of them using different expressions. Try to be as detailed as possible.

MANAGER	BUSINESS PARTNER
FRIEND	CLIENT
CO- WORKER	CEO

 Exercise C

Read the conversation and fill in the blanks with your own words.

A: Let me introduce you to Mark. He is the _____.

B: _____.

C: Hi, _____. Nice to meet you too. I've heard a lot of good things about you, and I look forward to working with you.

B: _____.

C: See you around!

 ROLEPLAY

You are going to give the new employee a tour of the workplace. Introduce him/her to your other co-workers.

