

1 First meetings

GETTING STARTED

Arriving at reception

Hello, my name is ...
I have an appointment with ... at ...

Introducing yourself

Hello, John West. Nice to meet you.

Hi, you must be ...
Nice to meet you. I'm ...
I don't think we've met. I'm ...
John, good to see you again.

Names

Ms Jackie Susan White -

First name: Jackie

Second name: Susan

Family name: White

Miss is for single women.

Mrs is for married women.

Ms is a term preferred by many women today because it can be used by married and unmarried women.

Mr is for married and unmarried men.

Introducing another person

May / Can I introduce you to ...
Klaus, have you met Mrs ...?
Bill, do you know Petra?

Making polite offers

May I take your coat?
Do you need any help with that?
Can I get you something to drink?
Mineral water? Still or sparkling?
Do you take milk? Sugar?

SMALL TALK

Travel

How was your journey?
Did you have a good trip?
Did you have any problems finding us?

Accommodation and hotel

Where are you staying?
How's the hotel?
Is everything OK with the hotel?

Place

Have you had a chance to look around?
What do you think of...?

Receptionist

Please take a seat.
I'll see if she's free.

Responding to introductions

Nice to meet you.
I'm Josef Lamers.
Hello. But please call me ...

Sorry, I didn't catch your name.
Hi Sam. How are you doing?



Being introduced

Hello, I'm John Hansen.
Yes, we met last year in ...
No. Nice to meet you.

Responding to polite offers

Thank you.
I can manage, thanks.
Tea would be great, thank you.
Sparkling if you have it, please.
Black with one sugar, thanks.

Weather

How's the weather in...?
Is the weather the same in...?
I hope the weather is better in...?

Business

How's business?
Are you busy?
Do you have a lot of work at the moment?

Closing the introduction

OK. Let's get down to business.

2 Talking about jobs

What do you do?

I'm head of purchasing for ...
I'm a finance manager.
I'm in marketing.
I work for a small company based in ...
At the moment I'm leading a project which ...

What are your main responsibilities?

I'm in charge of marketing for northern Europe.
I'm responsible for developing our client base in Asia-Pacific.
I deal with quality control.
I'm also involved in an outsourcing project.

Who's your boss?

Janet Stein is my boss. She's the project leader.
Her boss is Peter Franks. He's head of the marketing department.
My department is divided into five sections.
I have five people who report directly to me.
I work very closely with Michel in Paris.

Who do you work for?

I work for Delaware Communications.
It's a telecommunications company.
We manufacture specialist electronic products.
The company specialises in mobile telephone services.
We provide a range of products.

What's your background?

I wanted a **career** in finance so I **studied** finance and economics at university. The first job I **applied for** was with ECO Corporation in Tokyo. They **recruited** me in 1976. I **left** this company in 1986 and **joined** Harvard Finance in 1990. The company had a lot of problems and I was **made redundant** in 2000. I **joined** my present company, Singapore Accounts, three years ago. I have worked for Singapore Accounts since 2006. It was a good move. I was **promoted** to finance director last year and I now **earn** a good **salary**. I'm currently **working on** a new accounting system which will be ready soon. The downside of the job is that I **work long hours** and I only **get three weeks' holiday**. I'm always **under pressure** and sometimes it is really **stressful**. I also **spend a lot of time** travelling. I'm now fifty-five and I am considering **taking early retirement** next year.



I'm in human resources

I'm an industrial engineer.
How about you?
I'm in R & D

Talking about your career

To study a subject at university
To recruit a person
To apply for a job
To leave a company
To join a company
To be made redundant
To be promoted

To earn a salary
To get holiday
To work long hours
To be under pressure
To have a stressful job
To spend a lot of time travelling
To take early retirement