



Meeting people

VOCABULARY

branch
conference
expand
interesting
introduce
manufacture
marketing
office
produce
provide
reception
specialist

1.1 Meeting for the first time

Pleased to meet you.
Well, why don't we get going?

1.2 Introductions

I don't think we've met.
My name's ...
Do you two know each other?
This is ...

1.3 Developing a conversation

Where are you from?
Who do you work for?
Is this your first trip to ...?

1.4 Talking about a company

We manufacture ...
We produce ...
We provide ...
We have offices in ...

1.5 Finishing a conversation

We should meet again sometime.
It was good to see you again.
Let's get together soon.

1.6 At a reception

Reading practice
Writing practice
Speaking practice

1.7 Culture file

Gestures

MODULE 1.1

SPEAKING

LISTENING

Meeting for the first time

Look at the photo. Describe the situation.

- 02 Listen to three conversations. Where are the speakers in each conversation?

 - a at a conference
 - b on a plane
 - c in a hotel
- 02 Listen again. In which conversations do you hear these expressions?

 - a Have you been waiting long?
 - b Pleased to meet you.
 - c Let me introduce you to ...
 - d Well, why don't we get going?
 - e Would you excuse me?
 - f Is this your first trip to London?
- Which of the expressions above can you use:

 - a to start a conversation?
 - b to end a conversation?

LISTENING

03 Listen to these conversations. Fill in the blanks.



Conversation 1

A Hello. I don't think we've met. My name's Tom Mason.

[They shake hands.]

B Pleased to meet you. I'm Teresa Hu. Are you enjoying the _____¹?

A Yes, it's very _____².

Conversation 2

A Do you two know each other?

B No, I don't think so.

A Tom, this is Yuji Tanaka, one of the _____³ managers at Ricoh. Yuji, this is Tom Mason. Tom is an _____⁴ at Oracle.

B Pleased to meet you, Mr. Tanaka.

C Nice to meet you, too.

A OK. If everyone's ready, let's start.

Conversation 3

A Mr. Curtis?

B Yes, that's right.

A I'm Yuji Tanaka from the _____⁵ branch. Nice to meet you. Have you been waiting long?

B No, I just _____⁶.

A Great. Should we go straight to the office then?

SPEAKING

- 1 Practice the conversations with a partner.
- 2 Practice the conversations again. Use your own names and replace the information in the gaps with these ideas:

Conversation 1 reception¹ / enjoyable²
training course¹ / useful²

Conversation 2 marketing³ / analyst⁴
production³ / IT specialist⁴

Conversation 3 Taipei⁵ / arrived⁶
Bangkok⁵ / got off the phone⁶

MODULE 1.3

Developing a conversation

READING

1 Match the topics (a-i) with the questions (1-9).

- | | |
|---------------------|-------------------------------------|
| a Jobs | 1 Where are you from? |
| b Money | 2 Who do you work for? |
| c Religion | 3 Is this your first trip to Japan? |
| d Languages | 4 What are you doing tomorrow? |
| e Home country | 5 Would you like a cup of coffee? |
| f Food and drink | 6 Are you religious? |
| g Travel experience | 7 What do you think of Seoul? |
| h Plans | 8 How much do you earn? |
| i Opinions | 9 Do you speak Korean? |



2 Which of these topics are not suitable for a first conversation? Can you think of any other topics that are not suitable?

LISTENING

04 Listen to Tom Mason and Teresa Hu continue their conversation. Which questions does Tom ask Teresa?

- A Who do you work for?
B I work for HSBC. _____ 1?
A I work for Citibank. Is this your first trip to Chicago?
B Yes, it is. _____ 2?
A No, I come to Chicago every year.

SPEAKING

- 1 Work with a partner and practice the conversation.
2 Student A Turn to page 85.
Student B Turn to page 88.

MODULE 1.4

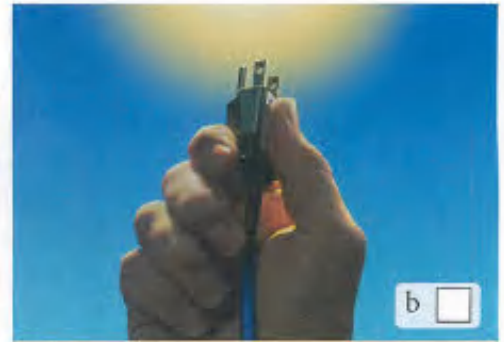
Talking about a company

LISTENING

- 1 **05** Listen to these people talk about their companies. Match the photos (a–d) with the descriptions (1–4).



ASOS



SpectraWatt



Ting Hsin International



Mandarin Oriental

- 2 **05** Listen again. Complete the notes.

	Main area of business	Other information
Company 1	a _____	b _____
Company 2	a _____	b _____
Company 3	a _____	b _____
Company 4	a _____	b _____

Compare your notes with a partner.

READING

Read the company descriptions.

We produce anti-virus software. We have three offices in Japan and five branches in other countries. We plan to introduce a major new upgrade next year.

We provide a variety of cleaning services for companies. We have branches all over the world. We plan to open more branches in Europe in the near future.

WRITING

Now write a description of your company or a company you know well.

Main business area We produce / provide _____

Offices / Branches / Factories We have _____

Future plans We plan to _____

SPEAKING

Tell your partner about the company.

MODULE 1.5

Finishing a conversation

LISTENING

06 Listen to the conversations below. Answer the questions.

In which conversation(s):

- a do A and B know each other well? How do you know?
- b do A and B not know each other well? How do you know?
- c does B decide to finish the conversation?

Conversation 1

A ... Well, it was nice meeting you.

B Yes, we should meet again sometime.

A That would be great. Give me a call next time you're in town.

B All right. I'll do that.

Conversation 2

A ... And here's our latest catalogue.

B Thank you. I'm very sorry, Mr. Meyer, but would you excuse me? I have to leave for the airport.

A No problem. Go right ahead.

Conversation 3

A ... Well, it was good to see you again, Harry.

B Yes, let's get together again soon.

A Sure, that would be great.

Practice the conversations with a partner.

SPEAKING



MODULE 1.6

At a reception

READING

Match the sentences in A with the responses in B.

A

- 1 Are you enjoying the conference?
- 2 Boston. Who do you work for?
- 3 Hello – I don't think we've met.
I'm ...
- 4 Is this your first trip to ...?
- 5 I see. Well, it was nice talking
to you.
- 6 What does your company do?
- 7 Where are you from?
- 8 Where are your main offices?
- 9 We should get together again
sometime.

B

- a Pleased to meet you.
My name's ...
- b They're in Seattle.
- c Bangkok. How about you?
- d I work for MotorGlobe.
- e Nice meeting you too.
- f No, I come here quite often.
- g Sure, that would be great.
- h We sell new and second-hand
cars.
- i Yes, it's very interesting.

WRITING

Put the sentences from A and B in the correct stages to make a conversation.

Stage 1 Starting a conversation

Stage 2 Developing a conversation

Are you enjoying the conference? Yes, it's very interesting.

Stage 3 Talking about a company

Stage 4 Finishing a conversation

SPEAKING

- 1 Practice the conversation with a partner.

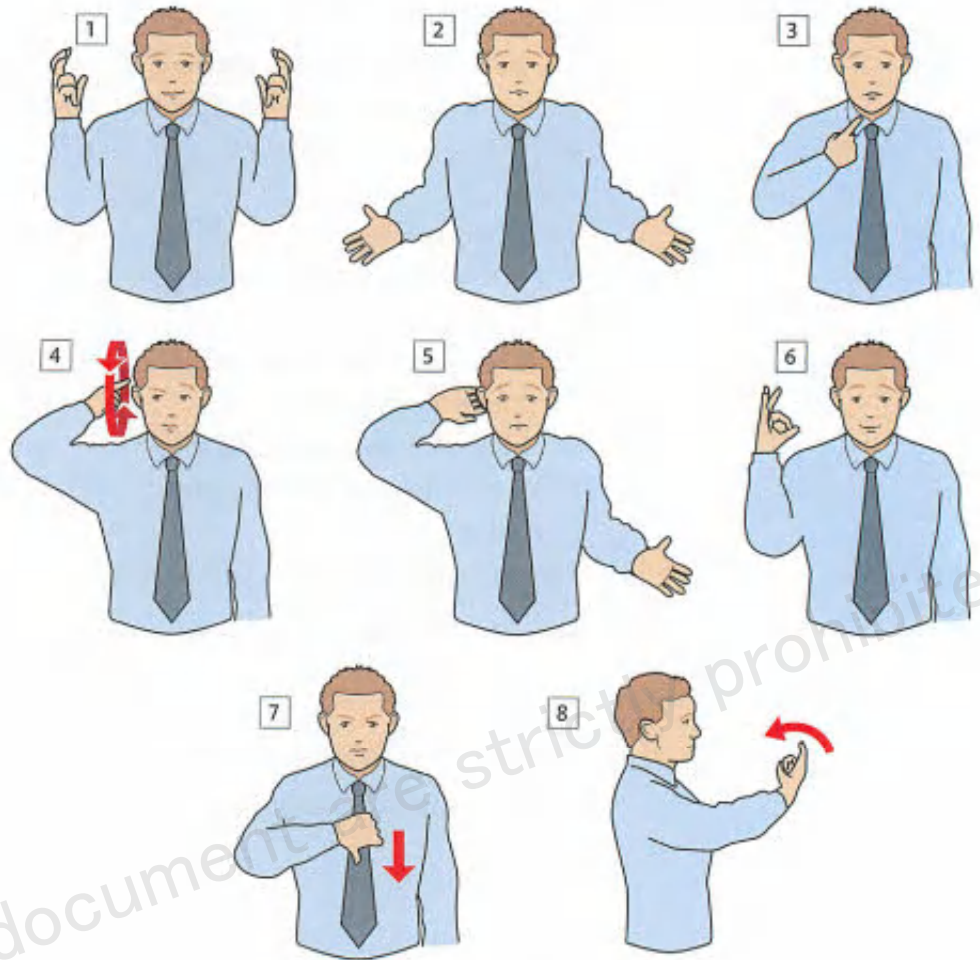
Student A You are at a reception at a conference. Introduce yourself to Student B.

Student B You are at the reception. Reply to Student A using your own name and information about yourself. Use *How about you?* or *And you?* when possible.

- 2 Change roles and practice again.

READING

1 Look at these gestures. They are often used in the USA.



2 Match each picture with a suitable expression.

- a He's crazy!
- b That's no good.
- c I hope nothing goes wrong.
- d I can't hear you.
- e Come here.
- f I don't know.
- g OK!
- h Who, me?

SPEAKING

- 1 Do you use these gestures in your country? Do they mean the same thing?
- 2 Work with a partner. You want to help a foreign visitor understand some of the gestures used in your country. Think of three common gestures. Demonstrate them to the class and explain what they mean.