

## Virtual Lesson April, 16th

The following material will be used in class.

### Introducing yourself and others

1. Gianluca Donatelli is at a conference. Listen to him introducing himself to Jana Frkova. Make notes about

Jana's nationality  
her job  
why she's at the conference.

2. Complete what Gianluca says. Listen and check your answers.

- a) Excuse me \_\_\_\_\_ this seat free?
- b) Thanks very much. Can I \_\_\_\_\_ myself? I'm Gianluca Donatelli.
- c) Nice to meet you \_\_\_\_\_ Jane. Where are you \_\_\_\_\_?
- d) And \_\_\_\_\_ do you work for?
- e) Oh really? And what do you \_\_\_\_\_?
- f) So \_\_\_\_\_ are you at this conference?
- g) That's interesting. A friend of mine works for an Italian service provider. Can I introduce \_\_\_\_\_ to \_\_\_\_\_?
- h) Roberto, Can you come here for a minute? This is .... Sorry, what's your name \_\_\_\_\_?
- i) Roberto \_\_\_\_\_ is Jana. She's writing an article on Internet service providers.

3. Listen to Gianluca again. He asks Jana eight questions. Match Jana's responses to each question.

- |         |                                                                   |
|---------|-------------------------------------------------------------------|
| 1 c     | a. I am a journalist.                                             |
| 2 _____ | b. Jana. Jana Frkova.                                             |
| 3 _____ | c. <del>Yes, it is.</del>                                         |
| 4 _____ | d. Nice to meet you. I am Jana Frkova                             |
| 5 _____ | e. I'm here to research an article on internet service providers. |
| 6 _____ | f. I am self- employed                                            |
| 7 _____ | g. Yes, of course. That would be nice.                            |
| 8 _____ | h. I'm from the Czech Republic.                                   |

4. Listen to two extracts from a different version of the conversation.

1. What do we learn about Gianluca?
  2. Underline the **stressed** words in Jana's questions.
- a) What about you?

- b) What do you do?
- c) What about you?
- d) What are you here for?

## Homework

- Learner's name: \_\_\_\_\_
- Year: 4<sup>th</sup> D
- Due date: Thursday, 23rd. Please, submit your work to building.bridges.ok@gmail.com

1. Work with a partner. Have short conversations. Talk and ask about these things. (Record this audio)

- Name
- Country
- Company
- Job
- Reason for being here

2. Rachel Steadman meets Gideon Lack at an international car show. Complete the conversation below with sentences a-j.

- a Nice to meet you too,
- b Can I introduce you to her?
- c And what do you do?
- d What's your name again?
- e What about you?
- f This is Rachel.
- g So why are you at an international car show?
- h Can I introduce myself?
- i Nice to meet you.
- j What does the company do?

**Rachel** Excuse me. Can I sit here?

**Gideon** Yes, of course.

**Rachel** Thanks very much. <sup>1</sup> h I'm Rachel Steadman.

**Gideon** <sup>2</sup> h I'm Gideon Lack.

**Rachel** <sup>3</sup> h Gideon. Where are you from?

**Gideon** I'm from Switzerland originally. But I live in the Czech Republic now. And <sup>4</sup> h? Where are you based?

**Rachel** In Toronto.

**Gideon** And who do you work for?

**Rachel** Bos. Perhaps you don't know it.

**Gideon** No, I don't. <sup>5</sup> h

**Rachel** It's an advertising agency. I'm here with Honda. It's one of our clients. <sup>6</sup> h

**Gideon** I'm a teacher of Greek literature.

**Rachel** That's unusual. <sup>7</sup> h

**Gideon** I'm here with my wife. She works for BMW. Ah, there she is now. <sup>8</sup> h

**Rachel** Yes, of course. That would be nice.

**Gideon** Sorry. <sup>9</sup> h

**Rachel** Rachel. Rachel Steadman.

**Gideon** Ursula. <sup>10</sup> h She works for an advertising agency in Canada.

### Key expressions

#### Introducing yourself

Can I introduce myself?

My name's / I'm ...

#### Introducing others

Can I introduce you to ...?

This is ...

#### Responding

Nice to meet you /

How do you do.

Nice to meet you too.

#### Asking about a person / job / company

What about you?

What's your name (again)?

Where are you from?

Who do you work for?

What do you do?

Why are you here?

### 3. Language at work. Present simple

#### 1 Complete the sentences with a verb from the list.

start starts work works is are  
specialize specializes have has

- 1 The company has three subsidiaries in the Far East.
- 2 She specializes in Manchester today.
- 3 We specialize in the advertising of children's toys.
- 4 The meeting always starts at 2.30 p.m.
- 5 She works for an engineering company.
- 6 They usually work at about 7.00 a.m.
- 7 I have one office in Paris and another in Buenos Aires.
- 8 He's a lawyer. He specializes in company law.
- 9 Most of our competitors work in Europe.
- 10 I specialize in sales.

#### 2 Choose the correct words or phrases in *italics*, then match the questions to answers 1–10 in 1.

- a What *do / does* you specialize in? 3
- b Who *do / does* your wife work for? 10
- c *Have you / Do you have* an office in Paris? 7
- d Where *be / is* she? 2
- e What *do / does* you do? 9
- f Who *do be / are* your competitors? 8
- g Where *has / does* the company have subsidiaries? 1
- h When do they *start / starts* work? 4
- i What time *do / does* the meeting start? 5
- j What *is / does* he do? 6

#### 3 Complete the missing words. The last letter of each word is given.

- 1 A Is your Head Office in London?  
B No, our company isn't British. It's American.
- 2 I'm sorry, but we don't have a sales office in the Middle East.
- 3 What sort of products dos your company sell?
- 4 A He do't work in Munich any more.  
B Really. So why dos he have a flat there?
- 5 They are't in the company today. They're on a business trip.
- 6 I do't know how many employees they have.