

Business Explorer 1

Student's Book

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UNIT 1

New faces

- UNIT GOALS**
- introducing yourself
 - talking about yourself
 - introducing other people

TALKING POINT

Answer these questions yourself. Ask two of your classmates the same questions. Have you ...

- introduced yourself to one of the people in this room?
- ever introduced yourself to a customer or colleague?
- ever introduced someone else to a customer or colleague?

Part A Introducing yourself

1

Listening

Look at the photograph. Lucy Chang is introducing herself to Andrew Walsh. With a partner, answer these questions.

- 1 Which one do you think is a new employee?
- 2 Which person is from Human Resources?
- 3 Which of these topics will they talk about?

names interests colleges work hometowns ages departments

Now listen to Lucy Chang and Andrew Walsh introducing themselves. What topics do they talk about? Were you right?



2

Language focus

a Andrew Walsh introduced himself. Complete the phrases he said.

- 1 My Andrew Walsh.
- 2 Phoenix, Arizona.
- 3 looking forward to

b Lucy Chang introduced herself. Complete the phrases she said.

- 1 Lucy Chang. Lucy.
- 2 the Human Resources Department.
- 3 in the Sales Department for six years.



Listen again to check your answers.



3 Communication activity

Fill in the file card about yourself. Next, work with a partner to make sentences about each other. Then join another pair and tell them about your partner. Use the Help folder if you need to.

FILE CARD

Name From

School/College/University/Company/Department

Major/Job title

4 Culture focus

Lucy Chang told Andrew Walsh to call her 'Lucy' - her first name - not 'Ms. Chang' - her last name. What do you call the people you work with? Do you use the first name or the last name with a title?

CORPORATE INTERNATIONAL

LUCY CHANG

MANAGER

28 Bukit batok close, #17, Singapore 456766
Tel 65 4669 837 Fax 65 4669 838
Email customerservice@ci.co.sp

first name last name



The situation is different around the world. Listen to three business people talking about the situation in their countries and answer the questions below.



- 1 How are names used in their countries?
- 2 Do they use first names, last names or other names when they speak to people?

Part B

Introducing others and being introduced

1 Listening

a Look at the photo of someone being introduced.
What do you think the people are saying?
Now listen to what the people say.

b With a partner unscramble these phrases.

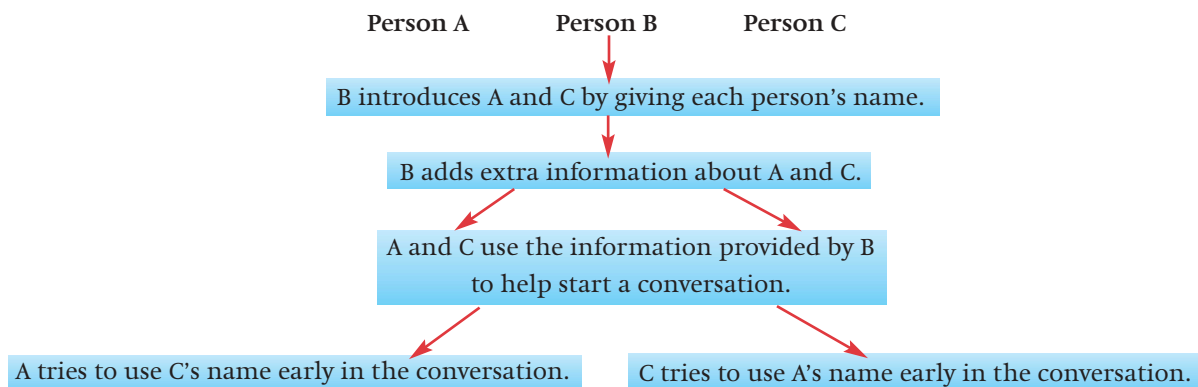
- 1 Mr. Haneda, / like / Joshua Travis / to / I'd / you / to / introduce / .
- 2 works / the / Joshua / Marketing / in / company / our / Division / of / .
- 3 Director / of / Mr. Haneda / is / Yonegawa Industries / a / .
- 4 to / you / meet / Nice / .
- 5 long / how / been / have / you / at / International foods / Mr. Travis / ?

Now listen again and check.



2 Language focus

Look at the stages of introducing two people. In groups of three, write examples for each stage.
Use your own names.



Example:

PERSON B: Mr. Haneda, I'd like to introduce you to Joshua Travis. Joshua works in the Marketing Division of our company.
Mr. Haneda is Director of Yonegawa Industries.

PERSON A: How long have you been at General foods, Mr. Travis?

Useful language

How long have you been at ... (company)?
Which department do you work in?
How long have you been in ... (department)?
Where are you from?

3 Culture focus

Read these questions and find the answers in the text below. Check your answers with a partner.

- 1 When a person is introduced, why is extra information about that person often added?
- 2 Why is it a good idea to use somebody's name immediately after being introduced?

When you first meet someone, you may have a short conversation before exchanging names. However, when you introduce two people, give their names at the beginning of the conversation and also add information about each person to help them talk to each other.

If you are introduced to someone, use their name immediately. It will help you to remember it.



4 Communication activity

Work in groups of three. Choose a business card each and use the information to introduce yourselves to each other. Then introduce each other to another group. Add extra information about each other.

