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ENGLISH

FOR EVERYONE

COURSE BOOK LEVEL 1

BUSINESS ENGLISH



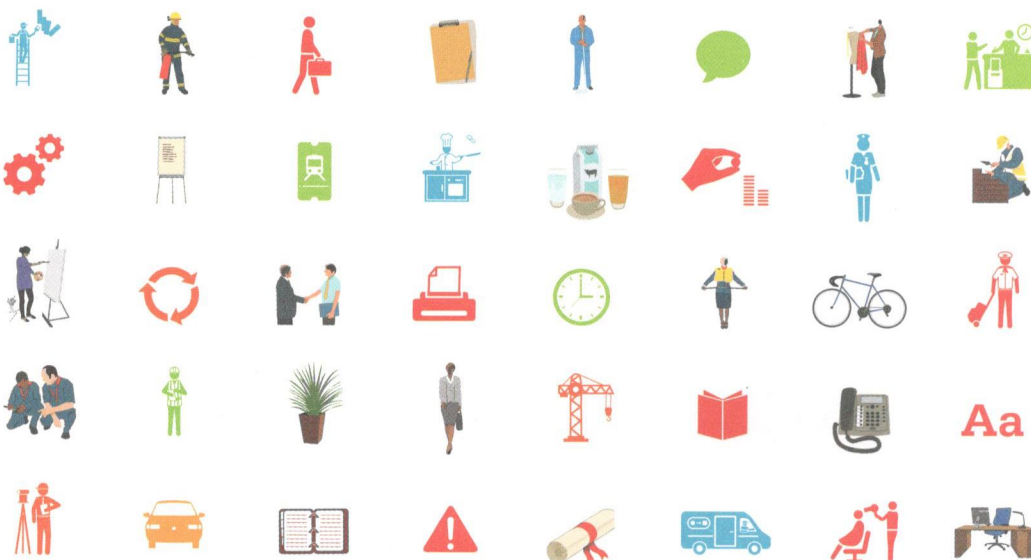
A COMPLETE SELF-STUDY PROGRAMME

WITH
FREE ONLINE
AUDIO

ENGLISH FOR EVERYONE

COURSE BOOK **LEVEL 1**

BUSINESS ENGLISH





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Meeting new colleagues

You can use formal or informal English to introduce yourself and greet colleagues or co-workers, depending on the situation and the people you are meeting.

 **New language** Alphabet and spelling

 **Vocabulary** Introductions and greetings

 **New skill** Introducing yourself to co-workers

1.1 KEY LANGUAGE INTRODUCING YOURSELF

English uses a variety of polite phrases for introducing yourself and greeting your co-workers.

This is a formal greeting. You can also say "Good afternoon" and "Good evening."

Good morning.
My name is
Alisha Sharma.

Hello, Alisha. My
name's Tom Robinson.



This is an informal greeting.

Hi, I'm Lee.

Hi, Lee. I'm Jana.



This is an informal way
to say your name.

I'm Sally James.

You can also say "It's
nice to meet you."

It's good to
meet you, Sally.



"Hello" can be used in formal
and informal situations.

Hello. My
name's Carla.

"I'm" is implied
before "pleased."

Pleased to
meet you.



This is a formal way
to say your name.

My name is
Sidique Ali.

This is very formal.

It's a pleasure to
meet you, Mr. Ali.



Using titles and
last names is
very formal.

You can also say
"Good to meet you"
or "Nice to meet you."

Great to
meet you.

This means "Great
to meet you, too."

You too.





1.2 FILL IN THE GAPS USING THE WORDS IN THE PANEL

It's good to meet you.

- 1 Hello. My _____ Sebastian.
- 2 Good _____. My name is Joe Carr.
- 3 Hi, Marie. _____ Clive.
- 4 It's great to meet you, _____, Sven.
- 5 It's a _____ to meet you.

afternoon pleasure ~~meet~~
I'm name's too



1.3 PRONUNCIATION THE ALPHABET

Listen to how the letters of the alphabet are pronounced in English when they are said individually.

Aa Bb Cc Dd Ee
Ff Gg Hh Ii Jj Kk
Ll Mm Nn Oo Pp
Qq Rr Ss Tt Uu
Vv Ww Xx Yy Zz



1.4 LISTEN TO THE AUDIO AND MARK THE NAMES YOU HEAR



1.5 KEY LANGUAGE INTRODUCING OTHER PEOPLE

You can also use polite formal and informal phrases to introduce your co-workers to each other.

This is a formal introduction.

May I introduce Maria Diaz? Maria is our sales manager for Europe.

It's good to meet you, Maria.

It's a pleasure to meet you too.



This is an informal introduction.

Amit, meet Edward. Edward, Amit and I work together.

Great to meet you, Edward.



This is a formal introduction.

I'd like you to meet Zoe Carr.

It's nice to meet you, Ms. Carr.



Use "this is" to introduce other people in less formal situations.

This is my new assistant, Levi.

Hi, Levi. Good to meet you.



1.6 REWRITE THE SENTENCES, CORRECTING THE ERRORS

Hello, Sam. Nice meet you.

Hello, Sam. Nice to meet you.

1 To meet you, it's a pleasure, too.

2 Hi, I'm name's Adedeyo.

3 Greet to meet you.

4 This my new colleague, Martin.

5 Marisa, meeting Roula, my partner.

6 It's good to meet to you, Katherine.

7 I may introduce Claudia Gomez, our new CEO?

