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# ENGLISH

## FOR EVERYONE

COURSE BOOK **LEVEL 2**

### BUSINESS ENGLISH



## A COMPLETE SELF-STUDY PROGRAMME



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When you first join a company, there are many phrases that you can use to introduce yourself. Other people may also use a variety of phrases to introduce you.

-  **New language** Present simple and continuous
- Aa Vocabulary** Etiquette for introductions
-  **New skill** Introducing yourself and others

## 1.1 KEY LANGUAGE INTRODUCING YOURSELF AND OTHERS

It is common to shake hands with new colleagues and introduce yourself.

Use when you meet someone you have heard about.

**You must be** Eric from the UK. Carl has **told me a lot about you.**



When you meet someone you think you may have met before.

**I think we met in** Mumbai, didn't we? **I'm** Max from HTB Engineering.



**Great to see you again!**

When you meet someone for the first time.

**Hello, I don't think we've met.** I'm Osric.

**Hi** Osric. Laura.



It is polite to introduce people you know but who do not know each other.

When you know both parties, introduce each one separately, saying both their names.

Tony, **this is** Hayao from our Japanese office.

Hayao, **meet** Tony our new director of marketing.



**Victoria, I'd like to introduce you to** Faisal.

**I'm not sure you two have met each other.**

Say a polite response when you are introduced. "How do you do?" is quite formal.

**Nice to meet you.**

**How do you do?**





## 1.2 MATCH THE BEGINNINGS OF THE INTRODUCTIONS TO THE CORRECT ENDINGS

My manager has told me

- 1 Hi, Katherine. I think I
- 2 I'm not sure whether you
- 3 Yes, we met in Barcelona.
- 4 You must be Gloria from the design team.
- 5 This is Brian from customer services.

have met each other before.

It's great to see you again.

so much about your business!

Brian, meet Tonya. She's joining our team.

met you at the Market Max conference.

Guvan told me about your great work.



## 1.3 FILL IN THE GAPS USING THE WORDS IN THE PANEL

You must be Joe Smith.

- 1 Did we \_\_\_\_\_ at a conference?
- 2 Really good to \_\_\_\_\_ you again.
- 3 Roula, meet Maria, \_\_\_\_\_ new assistant.
- 4 I'd like to \_\_\_\_\_ you to Karl.
- 5 Have you two \_\_\_\_\_ each other before?

meet ~~must~~ introduce  
met see our



## 1.4 LISTEN TO THE AUDIO AND ANSWER THE QUESTIONS



Delegates at a conference are introducing themselves.

Jared has met Sasha before.

True ☒ False ☐ Not given ☐

- 1 Jared works in the Lima office.  
True ☐ False ☐ Not given ☐
- 2 Daniel and Sasha have not met before.  
True ☐ False ☐ Not given ☐
- 3 Daniel shares an office with Jared.  
True ☐ False ☐ Not given ☐
- 4 Their new product is expensive.  
True ☐ False ☐ Not given ☐
- 5 Sasha works in Lima.  
True ☐ False ☐ Not given ☐

## 1.5 KEY LANGUAGE THE PRESENT SIMPLE AND THE PRESENT CONTINUOUS

The present simple is used to describe something that happens in general, or is part of a routine. The present continuous describes something that is happening right now, and will be continuing for a limited time.



I don't usually **enjoy** networking, but **I'm enjoying** this conference.

Present simple is the same as the base form of the verb without "to."

Present continuous is formed by adding "be" before the verb and "-ing" to the verb.



## 1.6 READ THE ARTICLE AND ANSWER THE QUESTIONS

What word is used for making connections?

Networking ☒ Sharing ☐ Dividing ☐

- 1 What kind of people is the article aimed at?  
Shy ☐ Confident ☐ Intelligent ☐
- 2 What types of connections are useful?  
New ones ☐ Good ones ☐ Lots of them ☐
- 3 Who might be useful people to talk to?  
Ex-colleagues ☐ Recruiters ☐ Family ☐
- 4 What do shy people do a lot?  
Lie ☐ Say sorry ☐ Say thank you ☐
- 5 What does apologizing a lot make you seem?  
Confident ☐ Worried ☐ Unprofessional ☐
- 6 Where should you look when talking to people?  
Their eyes ☐ Their feet ☐ Their mouths ☐
- 7 What should you give contacts?  
Money ☐ Gifts ☐ Your business card ☐

### CAREER LADDER

## Making connections

How to network better if you're shy

Networking doesn't necessarily mean talking to hundreds of people at a conference. A few good connections are much better than meeting lots of people who you will never hear from again. Start by chatting to ex-colleagues or old friends. Ask what they are doing now and share your experiences.

One common habit of shy people is to constantly apologize for everything. Apologizing all of the time looks unprofessional and shows a lack of confidence in yourself. Instead of saying



sorry, remember to smile, maintain eye contact, ask questions, and, of course, exchange business cards.



## 1.7 REWRITE THE SENTENCES, CORRECTING THE ERRORS

I am being happy to finally meet you, Zoe.

*I'm happy to finally meet you, Zoe.*

① Hi James. I'm Vanisha. I don't think we are meeting before.

② Ashley, I'd like introduce you to my colleague Neil.

③ I enjoying the presentations. Are you?

④ Nice to meet you Bethany. How do you doing?



## 1.8 CROSS OUT THE INCORRECT WORDS IN EACH SENTENCE, THEN SAY THE SENTENCES OUT LOUD

I'm sorry, how **do you say** / **are you saying** your name again?



① Hello Frank. **Are you enjoying** / **do you enjoy** the conference?



② Wilfred, I'd like you to **meet** / **be meeting** Roger, our new press officer.



③ Serena, it's really great to **see** / **seeing** you again after so long.



④ I usually enjoy workshops, but I am not **find** / **finding** this one interesting.



### 01 CHECKLIST



Present simple and continuous ☐

Aa Etiquette for introductions ☐



Introducing yourself and others ☐