Meet the Swedes.

When meeting foreign IKEA colleagues you will need to:



- ***Meet and greet.***
- ***Ask about them.***
- ***Introduce yourself and talk about your background at IKEA using the past tenses.***
- ***Talk about your plans using the Future tense.***
- ***Answer questions about your work.***

Practicing these situations and learning key words and expressions will make you very confident. So sit back, relax and let's practice together!

Meet and Greet

Let's try out some of these expressions: First explain in what circumstances you would use them, for example – which would you use to talk to someone you have spoken to but never met before. Let's go round the room and decide which you would use when.

Expressions :

Pleased to meet you.

Nice to meet you at last.

It's really nice to meet you in person.

It's nice to see you again.

Hi, how are you doing?

I don't think we've met before.

How was your journey over here?

Will you have time to visit the city?

What do you think of the city?





Ask about them.

Here are examples of some questions – With your partner make up as many other questions as you can.

Do you have a family?

What do you do in your spare time?

So, what's your background?
How long have you been?
working for IKEA?

Introduce Yourself/Talk about yourself and your background.

Use the outline to introduce yourself: To talk about something that started in the past but continues today we use HAVE BEEN DOING (Past continuous). You can use the simple past to say where your were born, went to school etc.

- **My name is… I'm…**
- **I am ……. Here in the …….. Store.**
- **I've been working here for…… years and for IKEA in total for.. years.**
- **I live in ……. But originally I'm from…….**
- **I have…… children and they go to school in……./ My husband/wife/boyfriend works in …… as……**
- **I'm really interested in ……**
- **I do a lot of……. In my spare time I like to……..**

Talk about your future Plans.

Use the outline again to talk about your plans now: In the future we use WILL and GOING TO to talk about plans we can also say – we INTEND to or we PLAN to or ARE PLANNING, ARE INTENDING.

- **This year we are planning to…..**
- **I intend to focus on …….. this month**
- **I am going to focus on…….. this season**
- **We will prioritize……. In the next financial year.**

Meet and Greet

Take it in turns to answer some questions about your work using these expressions:

Yes that's an interesting question because.
Yes well….
Indeed….
Absolutely…
In fact we feel that….
It's funny that you should point that out because…

Practice:

Now practice using some of the above expressions with these mini role-plays:



1/You have never met the Swedish sales manager before but you have heard a lot about him. You meet after a conference.

2/You met the head of sales last year at a conference and now you are seeing her again in your store.

3/A colleague from the London office is visiting the store. You think that you were at a training session before in Sweden but you are not sure you met.

4/You are welcoming a senior person from head office. This meeting is really important for you. You will be working a lot together in future months and you want to get on well.

5/A new human resources manager has just started in the store. You meet to tell her about your background and to get to know each other.

6/The design team is having a commercial review. You meet one of the visitors in the canteen.

7/You are being interviewed for a promotion and are meeting with a senior manager for the first time.

8/You are busy working when suddenly you see a colleague from Stockholm who you haven't see for years.

- **Now let's go around the room and without using the outline try to introduce yourself and talk about your background and your future plans at IKEA.**

