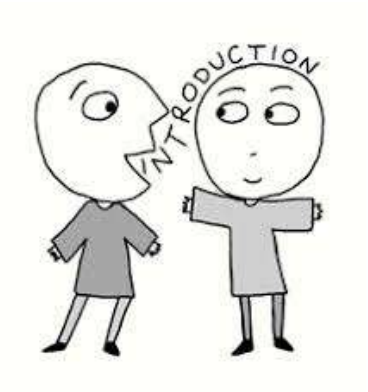
INTRODUCTIONS

EAE Learning objectives for this lesson

By the end of the lesson you will be able to introduce yourself to someone new and your teacher will know more about you and about your needs in English.

Activity One - How do you feel about English?

Answer the questions by choosing an answer from the numbered sentences below.



A/ When you are speaking English how at ease are you?

1. *Very at ease*
2. *Not very at ease*
3. *Stressed*

B/ When you write an e mail in English how do you feel?

1. *I feel good, it's easy.*
2. *I feel ok.*
3. *I feel frustrated, it takes too long*

C/ What are your objectives? What do you want to achieve with English lessons?

1. *I want to feel more confident in meetings and to explain my ideas.*
2. *I want to understand in meetings.*
3. *I want to start to make progress in general to feel better about English.*

Activity Two **Stressed Out!** Read the information about intonation in English:

English is a **stressed language** while many other languages are **syllabic**. What does that mean? It means that, in English, we give stress to certain words while other words are quickly spoken (eaten!). In French each syllable receives equal importance and therefore equal time is needed. English however, spends more time on specific stressed words while saying the other, less important, words quickly.

Remember that as English is a stress timed language, we do not place the same amount of stress on each word. There is a rhythm to our speech. Some words we swallow and hardly pronounce at all, and others we say clearly, more slowly and louder.

The stressed syllables are said at approximately regular intervals, and unstressed syllables shorten to fit this rhythm. We weaken and shorten the sound of vowels in words which are less important in the sentence, often words which we can guess in the context (auxiliary verbs for example, or some prepositions).

We can choose which words are important to the sentence, in order to contrast or emphasize its meaning. Using such emphasis over the telephone is particularly important, in order to make people understand what's important in your message. It's also important to listen actively for words which are spoken the loudest and ignore the words you don't quite hear. Listening for key words is a good technique for improving your listening comprehension.

Let's practice using English intonation - repeat the **expressions** and copy the way your teacher says them:

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?

——

I don't think we've met before.

Where did you travel from today?

How was your journey over here?

Will you have time to visit the city?

What do you think of the city?

Where are you from originally?

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 …?

——

I am really interested in….

I like to…

——

Thanks for taking the time to speak with me today.

We're really glad you were able to visit.

We think that this will be a very constructive meeting.

We are all very motivated.

I'm really pleased that we will have time to show you what we have been doing…

Activity Three - Try it out! With your teacher INTRODUCE YOURSELF , IMAGINE you are meeting someone who is visiting.

Hi, It's nice to meet you my name is.....

I've been working for …… for..... years. I started in.....as.....

Before that I worked for…….. as……

After that I worked as ..... for ..... years and then I became..... in .....

Now I work here as.....

At the moment we are focussing on..... and the next step for us will be to.....

Our main priority is.....

STRESS THE IMPORTANT WORDS
USE SHORT SENTENCES
STRUCTURE WHAT YOU ARE SAYING

Activity Four So: In English we use SHORT SENTENCES, INTONATION and KEY WORDS to structure what we are saying and make it clearer.

Remember to **be concise** when you explain an idea in English, or indeed when you want to defend your point of view. It's important to use a series of short sentences. This will help you to avoid translating from French. Keep things **SIMPLE** and **STRUCTURED**. To do this you will need to use linking words. You can find information about linking words on our web site. Have a look at these links before the lesson: https://www.youtube.com/watch?v=Bgxp-eGCKoE http://www.easyaccessenglish.com/wp-content/uploads/brochures/Livret-Linking-Words_Talk-to-the-Monkey-EAE.pdf

There are different kinds of **linking words** as you can see. Over time you will find that you prefer certain words. However it's also important to be varied. It makes you more interesting to listen to. So try to vary the linking words you use. Here are some examples of how to structure your ideas.

Try to get into the habit of opening with an introductory word or phrase. Here are some examples:

Essentially	***First of all***	***I'd like to***	***Ultimately***
Basically		***explain..***	***Obviously.***

There are many others that you can use. These words and expressions show that you are about to say something important and make people listen.

Then order your thoughts either into a sequence:

First of all	***Then***	***Finally***
Secondly	***Added to that***	***In conclusion***

Or, into another type of structure - here are some more examples:

The main point is	***However***	***Therefore***	
It's true that..	***Furthermore***	***Which means that..***	***In the end I can say that..***
Then there is...		***So finally...***	
Added to which			

We use: Intonation

Stress - we stress words by saying them louder and more slowly.

Pitch - we using rising and falling pitch to emphasize important words or to show the beginning (rising) and end (falling) of the sentence.

Activity Five Let's practice - answer the following questions using the advice from activity four.

1. How do you use english in your work?
2. Explain something which you would usually have to express in English at work.
3. Explain a project you are currently working on.

Activity Seven - **Act Out the Rôle Plays with the expressions you practiced in activity THREE.**

1. You meet a new foreign supplier who has a lot of questions about your company/ institution.

2. You meet an important international contact for the first time and try to make a good impression. You introduce yourself.

3. You meet a new colleague for the first time, they only speak English.

Activity Eight - **Read the text and practice your intonation and stress in English.**

Business Insiders advice for making a good first impression!

1. **Smile -** Facial expressions are very important when it comes to making a good first impression. Who doesn't want their personal brand to be associated with positivity?

Not only does smiling make others feel more comfortable around you, but it also decreases stress hormones that can negatively impact your health. This isn't according to just one or two studies; smiling is highly correlated with longevity.

2. The right handshake - The handshake is accepted internationally as a professional sign of politeness. A proper handshake can convey confidence.

When you're meeting with people whom you trust and have known for years, ask them how they feel after shaking hands, and how your handshake feels in relation to others they've experienced.

3. Introductions - You want your first seven seconds with somebody to be productive, so it's great to throw in a verbal introduction as you meet with people.

Even something as basic as "great to meet you" after they greet you can break the tension, and stop you from getting off into a tangent. If you have a hard time remembering names, the intro is a great place to reinforce the name of the person you just met.

It doesn't have to be too involved: when your contact says, "Hi, I'm Amelia," reply with a simple, "Great to meet you, Amelia. I'm Jonah," instead of just saying, "Hi, I'm Jonah," in response.

4. Speak clearly - Many people have wonderful things to say but don't speak with any confidence.

Unfortunately, that's a great way to wind up getting overlooked. You want to be able to portray yourself in a positive light and give whomever you're meeting a reason to listen to you.

Don't overcorrect and get too loud, either: Studies have indicated that those who talk in a deeper voice, and more calmly, are taken more seriously.

