INTRODUCTIONS

EAE Learning objectives for this lesson

Learn expressions for introducing yourself. Tell the teacher about your objectives and about your expectations. Answer some questions to help us to get to know you and assess your needs.



Activity One - **How do you feel about English?** Answer the questions by choosing an answer from the numbered sentences below. Tell your teacher about your OBJECTIVES for this course. Remember we want to adapt to your needs!

When you are speaking English how at ease are you?

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

When you are in a 'webex' or a meeting in English, how much do you understand?

☑ 1.I understand most of what people say.
☑ 2.I understand a lot of what people say.
☑ 3.I really don't follow the discussion.

When you want to explain your ideas in English how do you feel.

☑ 1.I feel that I am capable of explaining my ideas.
☑ 2.I feel that I can explain things in a simple way.
☑ 3.I feel frustrated.



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

When you make a presentation in English how does it go?

☑ 1.I can influence my audience.
☑ 2.I can communicate my ideas but it's stressful.
☑ 3.I feel frustrated, I can't say what I really want to say.

How do you feel about your English vocabulary?

☑ 1. I feel like I can communicate about most subjects
☑ 2. I have a good base but I am missing vocabulary
☑ 3. I need to improve my base vocabulary

What are your objectives? What do you want from your English lessons?

☑ 1.I want to feel more confident in meetings or training and explain my ideas well.
☑ .2.I want to generally understand in meetings, on the phone and in training.
☑ 3.I want to start to make progress in general to feel better about English.

Activity Two: Questions about your job:



1. What is your job title and what are your main responsibilities?
2. How do you use English at work?
3. What difficulties do you experience in English at work?
4. What kind of tasks and routines do you have at work?
5. Do you manage other people in your job?
6. What are your main objectives for English learning at this point?(Let's choose some skills to develop).

Activity three: Expressions for meeting new people.

Here is a list of common expressions when meeting new people. If they are new to you we can practice repeating them. If not **let's imagine that you are meeting an international supplier and introducing yourself.**

Say Hello

Hello! I'm……(your name). You must be…… (their name)
Pleased to meet you.
Nice to meet you at last
It's nice to meet you
It's really nice to meet you in person.
It's nice to see you again.
I don't think we've met before.

Ask how they are

Hi, how are you doing?
How are you?
How's it going?
How was your journey over here?

Answer if they ask how you are

I'm very well thanks
I'm well thanks
Great thanks.

Make conversation

Will you have time to visit the city?
What do you think of the city?
Where are you from originally?
What do you do in your spare time?
So, What is your background with the company?
How long have you been working in your current job?

Talk about yourself

I am really interested in….
I'm very into….

Say thanks

Thanks for taking the time to speak with me today.
We're really glad you were able to visit the store.
We think that this will be a very constructive meeting.
We are all very motivated.
I'm really pleased to show you what we have been doing ..

Say goodbye

It was great to meet you.
See you again soon!
I'll talk to you later
Thanks again, goodbye!
Have a good journey back.

Activity Four - Conversation starters…

When you meet someone new you can introduce yourself and also say some other general things. If you practice using common expressions then you will make a good first impression when you meet someone who speaks only English. Let's get some practice now. Here is an **example conversation - try reading it with your teacher paying attention to your INTONATION - intonation is very important in English and we will be learning more about it in our lessons. If you are ready we can look at that now!**

EXAMPLE CONVERSATION:

Joseph: Hello it's a pleasure to meet you my name is Joseph
Mary: Hi it's a pleasure for me to my name is Mary
Joseph: It's my first day at the company so I am excited to meet everyone
Mary: Well that's good, let me welcome you to our company
Joseph: Thanks you are very kind. How long have you been working here?
Mary: I have been working here for 5 years. I started back in 2012
Joseph: And what is role here?
Mary: I work in sales. I started as a customer service assistant and now I manage my own sales team. And you, what is your role?
Joseph: I work in IT. I studied computer science in university so I have a strong background in this area.

Mary: Oh well that's good to hear. We are always happy to have strong employees in our team.
Joseph: That's nice of you. Everyone here seems very nice
Mary: Yes, we all get along with each other very well. If you do your job well and are friendly to your colleagues you will enjoy your time here.
Joseph: Thanks for the advice I will talk you later
Mary: Bye have a good day!

FINISH THE CONVERSATION:

Here is another example, continue the conversation, imagine you are just meeting someone in the cafeteria at work :

- Hello, how are you?
- I'm fine thanks and you?
- Fine thanks.
- It's nice weather today isn't it.
- Yes it is.
- …….



Activity Five: introducing yourself.

In English it is always best to use short and simple phrases. Here is a framework for describing your job to others in a simple way. Fill in the blanks with your answers:

Hello! My name is _____
I work for …… in (place)_____
My job is (job title)_____
I've worked at ……. for (duration: years/months) _____
I am in charge of (responsibilities) _____
Our current focus in general is _____
A specific project I am working on currently is _____
My main priorities are _____
The next project for my team will be_____

Activity Six - Ask and answer: - Pleased to meet you - Ask the questions to your teacher and then your teacher will ask the same questions to you.



1. How old are you?
2. Where do you live?
3. Where are you from?
4. What was your first job?
5. What are you interested in?
6. Do you have brothers and sisters?
7. What sports do you practice?
8. What music do you like?

Activity Seven: Role-plays

Act out a dialogue for the following situations with your teacher, use the expressions from activity three :

1. You are meeting a friend you have not seen in years. You pick them up at the airport.

2. A colleague from a contact office in England is visiting your office. Welcome him and tell him about your project.

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

4. You see a guy/girl in a bar and you want to get to know them more, so you start a conversation!

5. You are welcoming a foreign colleague and taking them to a meeting organized by them in your office/store. You meet them at the Security desk and introduce yourself and generally chat.

Some golden rules for our lessons:

1/ Prepare, but not too much… use this link to look up the KEY WORDS you don't understand http://www.linguee.fr/ but try not to translate everything.

2/ Remember that you are here to PRACTICE SPEAKING during the lessons and that it's great to make mistakes because that's how you will learn! So review the feedback after the lessons.

