



be	become	bring	buy	choose	come	cost
cut	do	eat	fly	get	give	go
have	hear	hit	know	leave	lose	make
meet	put	read	run	say	see	sit
sleep	speak	take	tell	think	understand	write



REPUBLIKA SLOVENIJA
MINISTRSTVO ZA IZOBRAŽEVANJE,
ZNANOST, KULTURO IN ŠPORT



Naložba v vašo prihodnost
OPERACIJO DELNO FINANCIRA EVROPSKA UNIJA
Evropski socialni sklad

1. GREETING PEOPLE

Greeting

How do you do?

I'm (very) pleased/delighted to meet you.

It's (very) nice to meet you.

Hello.

Nice/good to meet you.

Nice to have you with us.

Pleased to meet you.

Hi. (very informal)



Reply

How do you do?

It's (very) nice to meet you too.

I'm pleased to meet you too.

Hello.

Nice/good to meet you too.

Hi. (very informal)

Pleased to meet you too.

Hello/Hi. How are you?

Very well, thank you. And how are you?

Fine, thanks. And how are you?

Not bad, thank you. And how are you?

2. INTRODUCING ONESELF

<i>Hello, I'm . . .</i>	<i>from . . .</i>
<i>Hello my name is...</i>	<i>I work for. . .</i>
<i>Hello, let me introduce myself.</i>	<i>I'm in charge of. . .</i>
<i>I'm . . .</i>	<i>I'm responsible for. . .</i>
<i>Hello, (first name+surname)</i>	<i>I've got an appointment with. . .</i>

3. INTRODUCING PEOPLE

Phrase of introduction + relevant information

NEUTRAL

<i>I'd like you to meet</i>		<i>a colleague of mine</i>
Mr Jaeger	Claude	<i>from France.</i>
<i>May I introduce</i>		
<i>I'd like to introduce</i>	René	<i>our Marketing Manager.</i>

INFORMAL

<i>Can I introduce</i>		<i>He's with the Chicago</i>
Wolfgang	John	<i>Consulting Group.</i>
<i>This is</i>	Benny	<i>a friend of mine.</i>
<i>I want you to meet</i>		<i>He's over here on</i>
		<i>business.</i>

4.Roleplay: in pairs, practise the phrases from above in dialogues.(introducing a new colleague to the team, a business partner from abroad visiting, replacing a colleague on sick-leave, picking a client up at the airport...)

SMALL TALK



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Topic	Questions
Journey	What was your (flight / journey) like? How was your (flight / journey)?
Weather	What was the weather like in (England)? How was the weather in (England)?
Visits to your country	Is this your first (visit / time) here?
Food	Do you like (Italian) food? What do you think of (Italian) food?
Hotel	How's your (room / hotel)? What's your (room / hotel) like? Is everything OK at your hotel? Where are you staying?
Job	What do you do at (ABC Industries)?
Visitor's home	Which part of (England) do you come from? Where do you live in (England)?
Visitor's plans	How long are you staying here? What are you going to do (during this visit)?