

# B: Introducing other people

## PART B Introducing other people

### 1 Culture focus

a Read the text and answer the questions.

- 1 When a person is introduced, why is information about the person often added ?
- 2 Why is it a good idea to use somebody's name immediately ?

The first time you meet someone, you may have a short conversation before exchanging names. When you introduce two people, give their names at the beginning of the conversation and add information about each person to help them talk to each other.

If you are introduced to someone, use their name immediately. It will help you to remember it.



b What do people do in your country when they meet for the first time ?

### 2 Listening

a Listen to someone introducing two people and complete these sentences.

- 1 Jacob works in the ..... Department .
- 2 Mr Haneda is a .....

b Work in pairs. Put the words in the correct order to make sentences from the listening.

- 1 Mr Haneda, / like / Jacob Travis / to / I'd / you / to / introduce
- 2 works / the / Jacob / Marketing / in / company / our / Department / of
- 3 director / of / Mr Haneda / is / Yonegawa Industries / a
- 4 Mr Haneda / to / you / It's / meet / nice
- 5 here / a / Marketing Department / have / you / Do / large ?

c Listen again and check .

2

## Language focus

- a Look at the advice about introductions. Match the sentences 1 - 4 to the examples a - d .

- 1 Introduce the two people. Give their names.
- 2 Add more information about the two people.
- 3 Try to use the other person's name early in the conversation.
- 4 Use the information to help start a conversation.

## Example

## Advice

- a Jacob works in the Marketing Department of our company  
Mr Haneda is a director of Yonegawa Industries.
- b Nice to meet you, too . Do you have a large Marketing Department ?
- c Mr Haneda, I'd like to introduce you to Jacob Travis.
- d It's nice to meet you, Mr Haneda.

1

- b Work in groups of three. Write a conversation : Student A introduces Student B and Student C to each other. Use your own names.
- c Practise your conversation. Then change roles and practice it again.

LANGUAGE FILE 2 &lt;&lt; PAGE 83

4

## Communication activity

Work in groups of three. Choose a business card each and use the information to introduce each other. When you are introduced to another person, ask at least one question.

## Example

A : Mr Garcia, I'd like to introduce you to Sarah Duncan.

Sarah is ..... . Mr Garcia is .....

B : It's good to meet you. Mr Garcia.

C : Good to meet you, too. Is Eastern Holdings a big company ?

Eastern Holdings

Sarah Duncan  
Sales Representative



Delta Systems Inc.

Richard Harvy  
Director



PENINSULAR POWER SA

Carlos Garcia  
Customer Adviser