

Self-introduction/ Introducing my Company



(1) Conversation

To make introductions in a business setting:

Waiter hands drink to Darren.

DARREN: Thank you very much.

WADE: Hello, I don't think we've been introduced.
Wade O'Connor.

DARREN: Darren McAvoy.
Pleased to meet you, Mr. O'Connor.

WADE: And what company are you from, Mr. McAvoy?

DARREN: SeaWide.
I'm the sales representative for this region.

WADE: Ah, yes. I know your company.
Your business is expanding very rapidly at the moment.

DARREN: Yes, we're doing quite well.
How about you? Who do you work for?

WADE: I actually work for myself. I'm the C.E.O. of a small export and packaging company, mainly seafood products.

DARREN: It's a growing market.

WADE: Yes, it is and a very competitive one, Mr. McAvoy.

DARREN: Please call me Darren.

WADE: Certainly Darren, let me introduce you to someone. Lyn – this is Darren McAvoy – he's the Regional Representative for SeaWide.
This is Lyn Liu, my sales manager.

LYN: How do you do Mr. McAvoy?

DARREN: I'm very well, thank you.
It's my pleasure to meet you, Ms. Liu.

LYN: Likewise, Mr. McAvoy.

DARREN: Can I get you another drink?

LYN: No, thank you.

(2) Activity 1

Read and practice the dialogue, focus with words and useful & useful expressions

(3) Activity 2

Role play with your coach. Introduce yourselves to each other.
Try to get as much information about work from each other.

Think of a famous person or someone you know. Tell your coach about that person's job, company, position, etc.

(4) Activity 3

Let's discuss the latest business news

<http://money.cnn.com/?cnn=yes>

HOMEWORK:

Gather information from your office/friends/family members asking them about their job, company, position etc.