

1

Making contact

STARTER

First look at some of the activities involved in socializing. Can you add anything?



showing a visitor
around your town or city



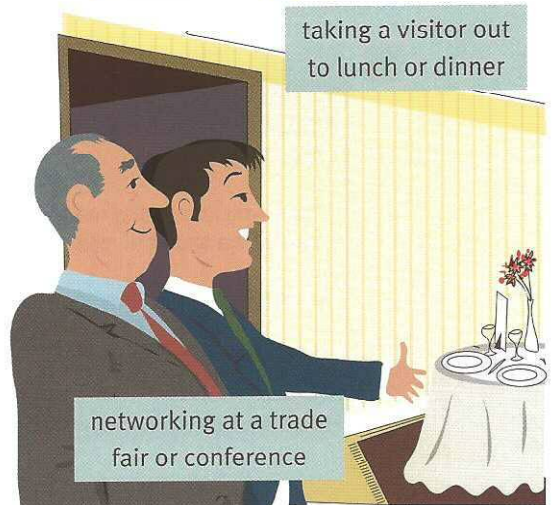
making small talk at a meeting

introducing visitors

chatting during a coffee break



greeting a visitor



taking a visitor out
to lunch or dinner

networking at a trade
fair or conference

Now work with a partner to ask and answer the following questions.

- 1 When and where do you need to socialize in English?
- 2 Who do you speak to? Are they native or non-native English speakers? Who do you find easier to understand?
- 3 What topics do you talk about? What topics are 'taboo' in your culture?
- 4 What do you find difficult about socializing in English? What do you enjoy?
- 5 How do you break the ice?

1 Emails are often used to make arrangements for company visits. Look at the three emails below. Which email is the most formal? How can you tell?

a

Delete Reply Reply All Forward Print

To: tsyms@carrington.co.uk
 From: kasia.janiak@bto_systems.pl
 Subject: Re: Visit to Warsaw

Dear Mr Syms

Thank you for your email regarding your forthcoming visit to Warsaw.

I would be delighted to pick you up at the airport and take you to your hotel. If you could please send me your flight details, that would be very useful.

I look forward to seeing you on Tuesday.

Kind regards
 Kasia Janiak

BTO Systems
 ul. Targowa 6
 03-700 Warszawa
 Phone: +48 22 69 05 45

b

To: annacole@df.com From: paul.hart@nexon.com

Subject: Re: Meeting 23 April

Hi Anna,

Thanks for your email.

The best way to get to our offices from the station is to take a taxi. There's a taxi rank outside the main entrance – you can't miss it!

Looking forward to seeing you on Tuesday!

All the best,
 Paul

c

To: alison.taylor@workforce.com From: r.pavan@rki.co.in

Subject: Re: Flight details

Dear Alison

Thank you for sending me your flight details. I will be there at the airport to meet you.

Looking forward to meeting you at last!

Best wishes
 Raj



2 You will hear three conversations about people meeting visitors. First match the conversations to the emails above.

Conversation	Email
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>