People in the Office





Offering to introduce someone:

Can I introduce you to my boss? I'd like to introduce you to my colleagues. There are a few people I would like you to meet. Thank you, that's very kind of you.

Agreeing:

Of course, I'd love to meet your manager! Sure, that's a great idea.

Introducing someone:

Sally this is my manager Jim. Liam, this is the new head of marketing, Kerry. Hi Marie, I'd like to introduce you to Kim.

Responding to someone:

It's very nice to meet you! Great to meet you. I am very happy we are finally meeting.

Saying where people work:

Jennie works in customer service. Kim is visiting from south Korea. Craig works for GEC Electronics.

Saying what people do:

She is the new manager. She is our guest speaker today. He is the manager of the Toronto office.

Saying a strong point:

She's really good at organizing. She knows everything about sales. He's our most experienced manager.

Closing the conversation:

It was really great to meet you today., I look forward to working with you soon! Welcome to the office.



We use superlatives to talk about the #1 thing. We always use "the" or a possessive adjective before a superlative.





Put the words in the correct order to make the questions:

1. Offering to introduce someone:	you	int	roduce	Can	boss?	to	my	I
2. Introducing someone:		ma	nager	my	This	i	S	Jim.
3. Sayhing where people work:	visiti	ng	from	is	South	Kor	ea.	Kim
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really

Write the letter under the correct heading:

A. He is the manager of the Toronto office.

4. Saying a strong point:

B. I look forward to working with you soon!

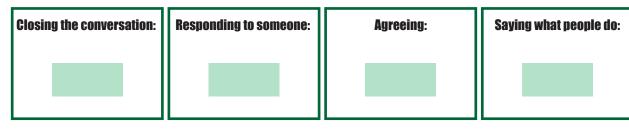
She's

at

good

- C. Of course, I'd love to meet your manager!
- D. Great to meet you.

organizing.



Answer the question in complete sentences:

- 1. Can I introduce you to my manager?
- 2. Where does Bill work?
- 3. What does he do?



Speak Up!

A new member has joined your department. Describe:

- Your office.
- The people who work there.
- What the manager is like.





Speaking

Look at the image and write the answer:



- 1. What is the woman in the blue sweater doing?
- 2. What is the woman in the green sweater doing?
- 3. What is the man in the blue suit doing?
- 4. What is the woman in the blue skirt doing?

Read the question and write your answer:

Your boss wants to know more about you. Write a short introduction of yourself. Include your name, age, hobbies and skills.