

3

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.

Agreeing:

Of course, I'd love to meet your manager!
Sure, that's a great idea.
Thank you, that's very kind of you.

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 introduce Can boss? to my I

2. Introducing someone:

manager my This is Jim.

3. Saying where people work:

visiting from is South Korea. Kim

4. Saying a strong point:

really organizing. She's at good

Write the letter under the correct heading:

A. He is the manager of the Toronto office.

B. I look forward to working with you soon!

C. Of course, I'd love to meet your manager!

D. Great to meet you.

Closing the conversation:



Responding to someone:



Agreeing:



Saying what people do:



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.
