

## Business communication | Introducing yourself and others

**1 04▶ Gianluca Donatelli is at a conference. Listen to him introducing himself to Jana Frkova. Make notes about**

- 1 Jana's nationality
- 2 her job
- 3 why she's at the conference.

**2 05▶ Complete what Gianluca says. Listen and check your answers.**

- 1 Excuse me. \_\_\_\_\_ this seat free?
- 2 Thanks very much. Can I \_\_\_\_\_ myself? I'm Gianluca Donatelli.
- 3 Nice to meet you \_\_\_\_\_, Jana. Where are you \_\_\_\_\_?
- 4 And \_\_\_\_\_ do you work for?
- 5 Oh really? And what do you \_\_\_\_\_?
- 6 So \_\_\_\_\_ are you at this conference?
- 7 That's interesting. A friend of mine works for an Italian service provider. Can I introduce \_\_\_\_\_ to \_\_\_\_\_?
- 8 Roberto. Can you come here for a minute? This is ... Sorry, what's your name \_\_\_\_\_?
- 9 Roberto. \_\_\_\_\_ is Jana. She's writing an article on Internet service providers.

### Key expressions

#### Introducing yourself

Can I introduce myself?

My name's / I'm ...

#### Introducing others

Can I introduce you to ...?

This is ...

#### Responding

Nice to meet you /

How do you do.

Nice to meet you too.

#### Asking about a person / job / company

What about you?

What's your name (again)?

Where are you from?

Who do you work for?

What do you do?

Why are you here?

Work with a partner. Have short conversations. Talk and ask about these things.

*Example: A Where are you from?*

*B I'm from Spain. What about you? Where are you from?*

*A I'm from Japan.*

- name
- company
- reason for being here
- country
- job

Work in groups. You are at a party at a conference. Introduce yourself and find out about another person. Then introduce this person to other people in the group.

---

Level 2

## non-progressive verbs *I remember his face.*

Some verbs are most often used in **simple** tenses, not progressive, even if we mean 'just now'.

*I know what you mean. (NOT I'm knowing what you're meaning.)*

*You seem worried. (NOT You're seeming...)*

### SOME COMMON NON-PROGRESSIVE VERBS

believe, forget, hate, know, like, love, mean, need, prefer, remember, seem, understand, want

*Do you believe what he's saying? I remember her face, but I forget her name.*

*What does this word mean? I like this weather.*

*What does she want?*

### 1 Use non-progressive verbs to complete the sentences. More than one answer may be possible.

- 1 I ..... you're right.
- 2 ..... you ..... this music?
- 3 She says she ..... to see Fred.
- 4 I ..... a drink of water.
- 5 I ..... you don't ..... me.
- 6 I ..... how old she is.
- 7 She ..... me and I ..... her.
- 8 'Beer?' 'I ..... orange juice.'
- 9 I ..... his face, but not his name.
- 10 What ..... 'explicate' ..... ?
- 11 You ..... unhappy today.
- 12 I don't ..... why she ..... to go home.
- 13 ..... you ..... who that woman is?
- 14 I don't ..... where I parked the car.
- 15 We ..... more bread.



'On the Internet, nobody knows you're a dog.'

### OTHER COMMON NON-PROGRESSIVE VERBS

agree, belong, contain, depend, matter, mind, own, realise, recognise, suppose

*'This is a terrible film.' 'I don't agree.' 'Sorry I'm late.' 'It doesn't matter.'*

*I recognise her, but I don't remember her name.*

*'Can I borrow the car?' 'It depends. Until when?'*

*'There's no more orange juice.' 'I don't mind. I'll have water.'*

### 2 Choose the best verb to complete each sentence.

- ▶ His wife always agrees ..... with everything he says. (*agree, realise, recognise*)
- 1 This book ..... to me. (*own, belong, contain*)
- 2 I ..... you're right. (*suppose, depend, mind*)
- 3 His father ..... a chain of hotels. (*contain, belong, own*)
- 4 Money doesn't ..... to me. (*depend, mind, matter*)
- 5 That bottle ..... petrol. (*contain, own, belong*)
- 6 'Can you lend me some money?' 'It ..... ' (*matter, depend, mind*)
- 7 I ..... that I've made a mistake. (*matter, realise, depend*)
- 8 Do you ..... if I open a window? (*matter, suppose, mind*)
- 9 I ..... it's time to go home. (*suppose, own, mind*)
- 10 'He's a great president.' 'I don't ..... ' (*matter, recognise, agree*)



**3 Complete the sentences with your own ideas.**

- 1 I like .....
- 2 I hate .....
- 3 I remember .....
- 4 I forget .....
- 5 I don't know what ..... means.
- 6 I don't agree with .....
- 7 I don't mind if .....
- 8 My bag contains .....
- 9 I own .....
- 10 It doesn't matter if .....

*Think, see, look, feel and have can be non-progressive with one meaning but progressive with another.*

**NON-PROGRESSIVE (I think etc)**

**think** (that ...) = 'have an opinion'

*I think you're wrong.*

**see** = 'understand'

*I see what you mean.*

**look like** = 'seem like'

*That looks like our train.*

**feel** = 'have an opinion'

*I feel you're making a mistake.*

**have** (possession etc)

*I have (got) a headache*

**CAN BE PROGRESSIVE (I'm thinking etc)**

**think** (about ...) = 'plan, look at ideas'

*I'm thinking about the holidays.*

**see** = 'meet'

*I'm seeing the doctor today.*

**look** = 'turn eyes towards'

*What are you looking at?*

**feel ill/tired** etc (can be progressive or simple)

*I'm feeling ill. or I feel ill.*

**have** (actions)

*We are having a great time.*

**4 Put in the correct verb forms.**

- 1 We ..... the bank manager this afternoon. (*see*)
- 2 'I ..... you're crazy.' (*think*)
- 3 Why ..... that woman ..... at me? (*look*)
- 4 I ..... not ..... much money just now. (*have*)
- 5 That girl ..... like your sister. (*look*)
- 6 'I'm not going to help you.' 'I ..... ' (*see*)
- 7 'What ..... you ..... about?' 'Life.' (*think*)
- 8 I ..... very tired today. (*feel*)
- 9 'How's Jane doing?' 'She ..... a wonderful holiday in Greece.' (*have*)
- 10 I ..... you're wrong to get married. (*feel*)

'I know that you believe that you understood what you think I said, but I am not sure you realize that what you heard is not what I meant.'

(Attributed to a US State Department spokesman)

## present tenses: more practice

### 1 Mixed structures. Correct the sentences, or write 'Correct'.

- ▶ Look! ~~It rains.~~ *It's raining.*.....
- ▶ I'm getting tired. *Correct.*.....
- 1 I'm watching TV every evening. ....
- 2 'What are you doing?' 'I'm reading.' .....
- 3 I'm not knowing Alicia's address. ....
- 4 Food gets very expensive these days. ....
- 5 A man's going into a shop, and he's asking for a newspaper. And the shopkeeper is saying ...  
.....
- 6 'The sun goes round the earth.' 'No, it doesn't.' .....
- 7 I'm not feeling very well. ....
- 8 We're seeing the bank manager at two o'clock. ....
- 9 I'm not understanding what she wants. ....
- 10 It's getting late. ....

### 2 Spelling. There are sixteen mistakes in the text. Can you find and correct the other fifteen?

Annie ~~speakes~~ *speaks* and writes three languages, and workes in an import-export office. She replys to letters and emails, and she spends a lot of time answerng the phone. It's not very interesting work, and she's not very good at it: she trys hard, but she keeps forgetting things and makeing mistakes. She wishes she could change her job, so she's begining a computer course. She goes for lessons every evening, and she's looking forward to completeing the course and geting her certificate. At the weekends she teaches karate. She really enjoyes that, and is hopping to open her own school one day.

### 3 Grammar in a text. Put in expressions from the box. Use the present progressive.

become less common   continue   continue   get ✓   get   get   go down   increase

People <sup>1</sup> *are getting* ..... happier.  
According to a recent report from the Western Statistics Office, 73% of people say that they are happy 'most of the time', compared with only 47% at the beginning of the century. Perhaps this is partly because the world is less crowded: the Western population <sup>2</sup> ..... by about 1.3% per year. And life expectancy <sup>3</sup> .....: in 1970, men lived for an average of 69 years and women 75; both sexes now can expect to live for 113 years. We <sup>4</sup> ..... richer, too. The average income in 2096 was 146,000 Western Credits – twice as much as in the year 2018.

Not everything <sup>5</sup> ..... better, though. The climate <sup>6</sup> ..... to change for the worse, and sea levels <sup>7</sup> ..... to rise. If average temperatures go on increasing, scientists are afraid that more of the world's capitals will go the same way as London, Paris and New York. Perhaps one day we will all have to move to the mountains. Religious belief <sup>8</sup> ..... In 2018, 65% of Western Federation citizens said that they believed in God; in 2096 the figure was only 24%, and only half of these went to church regularly.  
(From *The Times*, 18 July 2098.) •