

The background is a light blue color with a pattern of various gears and icons. The gears are of different sizes and are arranged in a way that suggests a complex system or process. The icons include a computer monitor with a speech bubble, a person wearing a headset, a document with a graph, a globe, a lightbulb, and a network diagram. There are also some smaller icons like a plus sign, a minus sign, and a double-headed arrow.

Trial Lesson

General English

Large, dark blue quotation marks are positioned at the top left and bottom right of the page, framing the central text.

The background features a light blue and white color scheme with various icons inside gears. The icons include a computer monitor with a speech bubble, a person wearing a headset, a document with a line graph, a globe, a network of nodes, a lightbulb, and a document with a cursor. There are also smaller gears and arrows scattered throughout.

Introductions and Networking

General English | Pre-Intermediate



Warm-up



Is networking important to you?
Why or why not?



Language

Vocabulary:

interactive
to sponsor

rapport
to memorize

casual
sensitive

controversial
to probe

Language

Vocabulary:

interactive
to sponsor

rapport
to memorize

casual
sensitive

controversial
to probe

Make your own sentences using the following vocabulary:

1. ***(interacting)***
2. ***(sponsoring)***
3. ***(rapport)***
4. ***(memorize)***
5. ***(casual)***
6. ***(sensitive)***
7. ***(controversial).***
8. ***(probing).***

Language

Vocabulary:

interactive
to sponsor

rapport
to memorize

casual
sensitive

controversial
to probe

Answer the following questions:

- 1. How do you **interact** with business people overseas?*
- 2. Does your company **sponsor** any sport teams?*
- 3. Do you have a good **rapport** with your colleagues?*
- 4. Is it challenging for you to **memorize** words in a foreign language?*
- 5. What is an example of a **casual** conversation?*
- 6. Can you give an example of a **sensitive** topic to discuss with your colleagues?*
- 7. Do you hear **controversial** opinions when you discuss business issues?*
- 8. Do your business partners use **probing** to get information from you?*

Language

Phrases: Introducing yourself and your colleagues

May I introduce myself...?

My name is...

Let me introduce my colleague...

Please let me introduce myself.

Please call me by my first name.

It is a pleasure to meet you.

Phrases: Giving and Accepting Gifts

I have brought a small gift for you.

Please accept this small gift.

I am very glad you liked it.

Thank you very much. You shouldn't have.

This is very kind of you.

I really appreciate your kindness.

Reading Aloud

Read the dialogue with your instructor; switch roles and repeat.

Role A: *You are meeting with a business partner in the UK for the first time. You need to introduce yourself and your colleague.*

Role B: *You are a business person in the UK. Introduce yourself.*

Role A: *May I introduce myself? My name is Satoshi Toyoda and I am a customer relationship manager in ABC Company.*

Role B: *It is a pleasure to meet you, Mr. Toyoda. Please let me introduce myself too. I am Alan Lesley. I work as a marketing manager.*

Role A: *Nice to meet you, Mr. Lesley. How are you today?*

Role B: *I'm very well. Thank you very much for asking and you?*

Role A: *I am very good. Please call me by my first name Satoshi.*

Role B: *Thank you, Satoshi. You can call me by my first name too.*

Role A: *Let me introduce my colleague, Mr. Yamada. He is a procurement manager in our company.*

Role B: *It is pleasure to meet you Mr. Yamada.*

Reading Aloud

Read the dialogue with your instructor; switch roles and repeat.

Role A: *You are meeting with a business partner in China for the first time and you are giving a gift to him/her. Describe the gift you have given to your partner.*

Role B: *You are a business person in China. Use polite language to accept the gift.*

Role A: *I have brought a small gift for you. These are traditional sweets from my hometown. They are made of natural ingredients and are good for your health.*

Role B: *Thank you very much. They look very colorful and tasty.*

Role A: *I am very glad you liked it. I hope you will have a chance to visit my hometown some day and enjoy many more of our local specialties.*

Role B: *Yes, I would love to visit it. I really appreciate your kindness.*

Communications

Answer the following questions:

- 1. How do you **interact** with business people overseas?*
- 2. Does your company **sponsor** any sport teams?*
- 3. Do you have a good **rapport** with your colleagues?*
- 4. Is it challenging for you to **memorize** words in a foreign language?*
- 5. What is an example of a **casual** conversation?*
- 6. Can you give an example of a **sensitive** topic you discussed with your colleagues?*
- 7. Do you hear **controversial** opinions when you discuss business issues?*
- 8. Do your business partners use **probing** to get information from you?*

Roleplay

*Perform the dialogue again with your instructor (Role B).
Switch roles and repeat if there is time left for more practice.*

Role A: You are meeting with a business partner in the Philippines for the first time introduce yourself and your colleague, Satoshi. You are also giving a gift to him/her. Describe the gift you have given.

Role B: You are a business person in the Philippines. Exchange introductions and use polite language to accept the gift.



Feedback

*“Making contacts isn’t the same as developing connections,
and networking isn’t about having many contacts.”*

Do you agree or disagree?



The background features a light blue and white color scheme with various icons inside gears. The icons include a computer monitor with a speech bubble, a person wearing a headset, a document with a line graph, a globe, a network of nodes, a lightbulb, and a book. There are also smaller gears and arrows scattered throughout.

Introductions and Networking

General English | Pre-Intermediate