

Let me give you my card

Aims

- Listen and practise
- Talking about your job
- Giving contact information
- Starting and ending conversations
- Viewpoints: Using business cards
- In business: Your business card



Listen and practise

- Describe the photo. Where are the people? What are they doing?
- 1.02 Sarah and Hari are meeting. Listen and write T for true or F for false next to each sentence. Then check your answers with a partner.

 - They are meeting for the first time. _____
 - They work for the same company. _____
- 1.02 Listen again and complete the conversation. Then practise with a partner. Take turns being Sarah and Hari.

Sarah: Hello. My name's **Sarah Cohen**. I work _____ for Comet Technologies.

Hari: Hi, **Sarah**. I'm **Hari Kumar**. I'm _____ Asia Retailing.
Nice to _____ you.

Sarah: Nice to meet you too. I'm sorry, I didn't _____ your _____ name.

Hari: It's **Kumar**. Here – let me _____ you my card.
- Now practise the conversation again. Change the information in **blue** using the names and companies below.

Josh Brown / Brown Construction
Su-yun Kim / Insung Limited
- 1.03 What do you think Sarah and Hari will do next? Tick (✓) your guesses. Then listen to see if you are correct.

 - Sarah will give Hari her business card.
 - Hari will ask for Sarah's phone number.
 - They will talk about their companies.
 - They will talk about their jobs.

Talking about your job

- Look at the table. It shows questions you can ask about someone's job. Ask and answer the questions with a partner.

What do you do?	I'm (an Engineer.) I'm in (R&D).
Who do you work for? Who are you with?	I work for (company name). I'm with (company name).
Where do you work?	I work in (Berlin).

- Look at the charts. They show ways you can talk about job titles and departments. With a partner or group, add some more.

Job title	
I'm You're He's / She's	a / an Web Designer / (Department) Manager / Product Planner / Researcher / Sales Assistant / Administrative Assistant / Accountant _____ / _____
Department name	
I'm You're He's / She's	in Information Technology (IT) / Advertising / Human Resources / Marketing / Purchasing / Sales / Research & Development (R&D) _____ / _____

- Complete the sentences using words from the charts above.



- He's _____ an _____
Accountant
- You're _____
- I'm _____
- She's _____
- He's _____

- 1.04 Listen to the conversation. Then practise with a partner. Take turns being Amanda and Steve.

Amanda: Hello. Are you new here?
Steve: Yes, I just started on Monday.
Amanda: Really? That's great. By the way, my name's **Amanda Parker**. Please call me **Mandy**. I'm an **Administrative Assistant**.
Steve: Nice to meet you, Mandy. I'm **Steve Klein**.
Amanda: Nice to meet you. What do you do, **Steve**?
Steve: I'm in **Advertising**. Well, I'll see you soon.
Amanda: See you.

- Now practise the conversation again. Change the information in **blue** using your own names and information from exercise 2.

Giving contact information

- 1 Look at the business card. Take turns reading the numbers and addresses with a partner. Then label the card with words from the box.

area code country code post/zipcode at dot underscore



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CONNECTING THE WORLD

- a _____ d _____
- b _____ e _____
- c _____ f _____

- 2 1.05 Listen to four conversations. Fill in each business card with the missing information.

A *Fine French Foods*
Simply the Best

Sebastien Michel
Overseas _____ Manager

76 rue St. Martin
Paris, France 75001
+ _____ (1) 55-89-72-36
_____ @aliments _____

C *Marco Supermarkets*
Great Food, Great prices

Sayako Kimura
Assistant

2-14-83 Minami Aoyama
Minato-_____ Tokyo 105-8511
(_____) 3578-2111
kimurasay@marco.com _____

B

Max Rosenberg

phone: _____ 555- _____

email: _____

D *UNIVERSITY OF DETROIT*

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Professor

Conversation strategy Starting and ending conversations

- 1 1.06 Listen to and read the conversations below. Which one is between friends? Which one is between people meeting for the first time?



Conversation 1

- A: Excuse me. Do you have the time?
B: Yes, it's 11 o'clock.
A: Thank you. By the way, my name's Nancy Chen.
B: Nice to meet you, Nancy. I'm Mike Burns. Are you with Global Exports?
A: No, I work for Snappy Snack Foods. I'm in Marketing. Here, let me give you my card.
B: Thanks. Here's mine. I'm a Sales Representative for Golden Palace. We import Chinese food.

Conversation 2

- A: Emily! How are you?
B: Hi, Matt. Really good. Have you heard that I changed jobs?
A: Yeah. Who are you with now?
B: Corporate Training Solutions. I'm in Human Resources. And you?
A: Oh, I'm still a Software Developer with Magix. I really like it.
B: Let me give you my new card.

- 2 Practise the conversations with a partner.

- 3 Look at these ways to end conversations. Which ones can be used with conversation 1? With conversation 2?

- a A: We should get together sometime.
B: Good idea. I'll call you this weekend, OK?
- b A: Well, it was a pleasure meeting you.
B: Good to meet you too.
- c A: Anyway, I'd better get going. Tell your brother I said 'hello'.
B: I will. See you!
- d A: Well, I see someone I need to talk to. It was nice meeting you.
B: You too. Goodbye.
- e A: Well, my train leaves in about an hour. I'd better get going.
B: I hope we meet again sometime. Have a safe trip.
- f A: Oh, look at the time!
B: Yes, I've got to go. See you around.

- 4 Practise all of the endings with a partner.

- 5 Choose an ending to conversation 1 and conversation 2. Then practise the complete conversations.


Talk business

Student A, turn to page 84.
Student B, turn to page 96.

Viewpoints Business cards


1 **1.07** Listen to people from three different countries talking about business cards. Tick (✓) the sentences you hear.

Juliana Soares,
Student, UK




- I don't have a business card.
- Most of my friends have cards.
- Sometimes people give me their cards.
- I like **fancy**, colourful cards.
- I keep business cards in my **pocket**.

Anna Martinez,
Sales manager, Venezuela



- I give and receive a lot of business cards.
- My cards are in English.
- I like **plain** white cards.
- It's important to treat cards with **respect**.
- It's OK to write on them.

Michael Yang,
Small business owner, China



- I have two different business cards.
- I give my card to everyone I meet.
- I give and **receive** cards with both hands.
- I like simple, clear cards.
- I **organise** them in a small notebook.

2 Discuss these questions in a small group.

- Which person is most like you (or people from your country)?
- Do you think business cards are important? Why or why not?
- Do you have a business card?
- How often do you receive business cards? Who do you receive them from, and why?

3 Look at these business cards in a small group. Which ones do you like? Which ones don't you like? Explain why. Use the vocabulary below and your own ideas.

(un)attractive (not) easy to read fun (un)interesting (un)professional serious simple



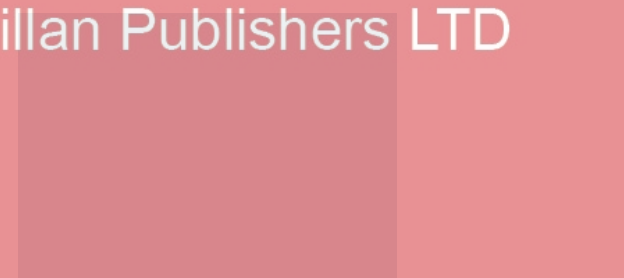
In Business Your business card

Scenario: You and your group have been asked to design new business cards for your company. The company can be where you work, or where you would like to work. In the group, you each need to design a card for yourselves.

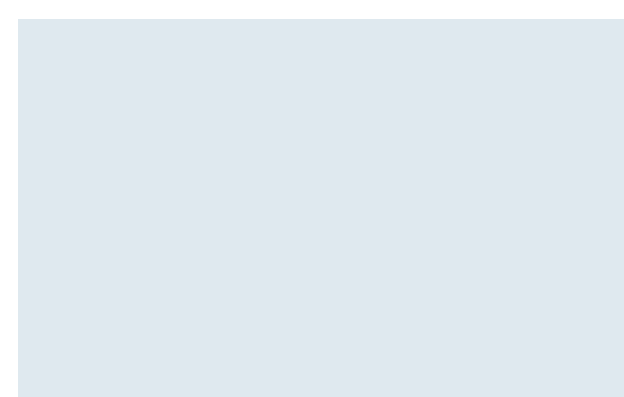
1 Discuss in your group.

- What is the company called?
- What kind of company is it? Small? Large? International?
- What does the company make / do?
- What kinds of jobs are there?
- What are the job titles of you and your group members?
- What contact information do you want to include on the card?

2 Draw a picture of the company logo here.



3 Organise all of the information onto this card with your name and title. Each member of the group should make their own card.



4 When you have finished, introduce yourself to other groups in the class using your new business card. Meet as many people as you can. Remember:

