

# Networking



## This week...

Fiona asks Chris to attend an event in order to do some networking for their company. Chris is finding out what he needs to do while he is there.

## Lesson Objectives...

- Networking
- Attending formal events

## Business English Conversation

## Basic Class

## Warm Up – Topic Question



What kind of networking have you done before?

# Picture Description

Where are they, and what are they doing?



B



What are they talking about?



A

\*Create a short story using the following format

1. Who
2. Where
3. When
4. What's happening?

\*Create simple sentences using the vocabulary

1. event
2. attend
3. likeable
4. future

I'd like you to **attend** an **event** next week on behalf of the company.



1. I'd like you to attend and speak to people.
2. I've never done any charity work before.
3. Please try and look as smart as possible.
4. It sounds a bit challenging, but I'll do my best.

- Words
- Phrases

<b>Fiona</b>	There's a big charity <b>event</b> on Friday night. <b>I'd like you to attend and</b> do some networking there.
<b>Chris</b>	That sounds very important. <b>I've never done</b> any networking <b>before</b> . What should I do?
<b>Fiona</b>	When you are networking you need to be <b>likeable</b> and show people that you can offer them something of value now or in the <b>future</b> .
<b>Chris</b>	I understand. Is there anyone in particular you want me to talk to?
<b>Fiona</b>	There will be two executives from ABC Investments there that I want you to talk to. <b>Please try and</b> get their contact details.
<b>Chris</b>	<b>It sounds a bit challenging, but</b> I will do my best.
<b>Fiona</b>	Try to relax and have a good time. I believe in you!

1. I'd like you to attend and .....
2. I've never done ..... before.
3. Please try and .....
4. It sounds a bit challenging, but .....

# Responses - Prepositions

\*please select the most appropriate response for each item below:

1. A: Can we go over the contract?  
B: Sure. Where do you want .... start?

for / in / to

2. A: Who will I be meeting there?  
B: You'll probably meet .... their VP.

with / to / about

3. A: When do you start work .... that project?  
B: I'll start next Monday.

for / on / with

4. A: The CEO will be here .... noon.  
B: We should start to prepare for his arrival.

at / in / on

5. A: I'd like you .... attend an event next week.  
B: Sure. Which day will it be held?

for / on / to

6. A: You will attend .... behalf of the company.  
B: That sounds like a challenge.

for / on / at



# Role Play – Networking

Student A wants Student B to attend a formal event to network with important and influential business people. Student B asks Student A about how to network effectively.



Student A: There's a **Event** that I'd like you to do some networking at.

Student B: Sure. I've never done any networking before. What should I do?

\* Continue the conversation using the **Key Phrases** and **What to do** from below.

### Key Phrases

- Be sure to ....
- Make sure you speak to ....
- Don't forget to ....
- Try make a good impression.
- What should I wear?
- Is there anyone in particular I need to talk to?
- I will do my best.
- *Other*

### Event

- charity event
- gala
- product launch
- award show
- formal dinner
- *other*

### What to do

- introduce yourself
- be likeable
- be polite
- mingle
- talk to the ABC execs
- mention our company
- exchange business cards
- *other*

- Should we always be very formal when talking to business people?
- Have you ever represented your company at a social event?

- attend - You will *attend* on our behalf.
- event - It's an important industry *event*.
- future - It's good for the *future* of our company.
- impression - A good first *impression* is very important.
- likeable - She's a very *likeable* boss.
- mingle - Make sure you *mingle* at the party.
- network - It will be a good chance for you to *network*.