Building Relationships





This week...

Todd and Haya are meeting face-toface for the first time. They are getting to know each other and commenting on some recent projects of each other's companies.

Lesson Objectives...

- Meeting someone face-to-face for the first time
- Building business relationships

Business English Conversation

Advanced Class

Warm Up – Topic Question





Is building business relationships an important part of your job?



Picture Description

Why does he look

so pleased?







Building Relationships





Todd	It is great to finally meet you, Haya.			
Науа	We have been talking over the phone for over a year now, and it is nice to meet you in person.			
Todd	I am really impressed with your company's new advertising campaign. We are going to do some advertisements too, but we need to find a good advertising agency.			
Науа	We are very pleased with the results. I can introduce you to the company we use if you like.			
Todd	That would be great, thanks.			
Науа	I really like the look of your new website. It has a lot of interesting material.			
Todd	I am glad you noticed that. We have been working very hard on it.			
Науа	My business partner is coming to this city tomorrow morning. If you have time, let's all get together and have lunch.			
Todd	Good idea. I look forward to it.			
Building F	Advanced Class Negotiations 4			

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Sentence Building



I am really impressed with your English these days.

- 1. I am really impressed with
- 2. We are very pleased with
- 3. I really like the look of
- 4. If you have time,



Role Play – Building Relationships



Student A is meeting Student B in person for the first time. They are getting to know each other and commenting on some recent projects as well as the service of each other's companies.



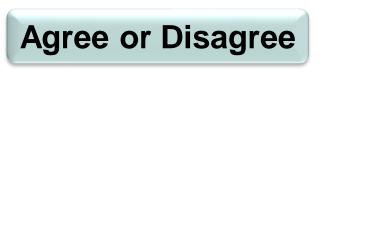
Student A: Tell Student B that it is great to finally meet him/her in person. Student B: Greet Student A in a polite and friendly manner. Student A: Comment on a Recent Project/Service. Student B: Give a response then comment on a Recent Project/Service.

Key Phrases

- It is great to finally meet you.
- It is so nice to meet you in person.
- I can if you like.
- I really like the look of
- I am glad you noticed that.
- If you have time,
- I really appreciate
- Other

Recent Projects / Service

- Website nice design/features
- Advertising campaign eye catching
- Customer service very friendly/efficient
- Communication efficient/professional
- Other



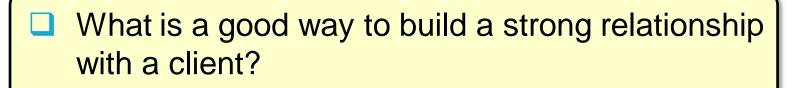




- 1. It is important to meet clients face-to-face regularly.
- 2. It is not necessary to go out to lunch or dinner with important clients.
- 3. Building strong business relationships is essential to every kind of business.







What skills are needed to build long-lasting business relationships?

Do you often meet clients for lunch or dinner?





efficient	-	The new secretary is very efficient.
essential	-	It is essential the work is done on time.
impressed	-	I am impressed with your new website.
necessary	-	It is not necessary to come tomorrow.
noticed	-	I never noticed that before.
pleased	-	I'm very pleased with your customer service.
regularly	-	He regularly comes to the office on weekends.
results	-	The results were better than expected.