



This week...

Todd and Haya are meeting face-to-face 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

Basic Class



Is building business relationships an important part of your job?

Picture Description

Why does he look so happy?



A



B



Is this their first face-to-face meeting?

*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. finally
2. impressed
3. introduce
4. interesting

I am very **impressed** with your English recently.



1. **I am really impressed with** the quality of your work.
2. **Do you want me to introduce you to** my business partner?
3. **I really like the look of** your new office.
4. **If you have time tomorrow,** let's have a meeting to discuss the project.

- Words
- Phrases

| | |
|-------------|---|
| Todd | It is great to finally meet you, Haya. |
| Haya | We have talked a lot on the phone, but 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. |
| Haya | Do you want me to introduce you to the company we use? |
| Todd | That would be great, thanks. |
| Haya | I really like the look of your new website. It has a lot of interesting material. |
| Todd | Thanks. We have been working very hard on it. |
| Haya | If you have time tomorrow , let's have lunch with my business partner. |
| Todd | Good idea. I look forward to it. |

1. I am really impressed with
2. Do you want me to introduce you to?
3. I really like the look of
4. If you have time tomorrow,

Correct Responses - Articles

1. A: Do you have time tomorrow to meet for lunch?
B: Sure. Let's meet at 12 pm in front of your office.

a / the / no article

2. A: Do you need me to bring anything to the meeting?
B: Yes. Please bring notes about the project.

no article / the / a

3. A: You certainly do have interesting website.
B: Thanks. We have been working very hard on it.

an / no article / the

4. A: I really like the look of your new brochure.
B: Thanks. Please take few home to give to your co-workers.

a / no article / an

5. A: Do you have time this week to talk about our partnership?
B: Sure. I am available anytime.

no article / the / a

6. A: Do you know where advertising agency is?
B: It's on this street, next to the bank.

the / no article / an

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: It is great to finally meet you.

Student B: Yes. It is nice to meet you in person for the first time.

Student A: I am really impressed with your **Recent Project/Service**.

* Continue the conversation using the **Key Phrases** and **Recent Project/Service**.

Key Phrases

- I really appreciate
- If you have time tomorrow,
- I really like the look of
- I am glad you noticed that.
- I am also impressed with
- Do you want me to introduce you to?
- *Other*

Recent Projects / Service

- Website – It has a nice design and good features.
- Advertising campaign – It is very eye catching.
- Customer service – It is very friendly and efficient.
- Communication – It has been very professional.
- *Other*

- What is a good way to build a strong relationship with a client?
- Do you think it is important to regularly meet clients face-to-face?
- Do you often meet clients for lunch or dinner?

- efficient - *The new secretary is very **efficient**.*
- finally - *It is nice to **finally** meet you.*
- important - *I have some **important** work to do.*
- impressed - *I am **impressed** with your new website.*
- interesting - *I thought your presentation was very **interesting**.*
- introduce - *I will **introduce** you to my business partner.*
- quality - *I'm very happy with the **quality** of your products.*
- regularly - *He **regularly** works on the weekend.*