A1–A2+ • APPROXIMATELY 50–60 MINUTES • ADULTS

Teach it with confidence

Outcome: learners can give a simple professional introduction, introduce a colleague and ask for repetition. This is lesson 1 of Introducing yourself, your product and your project professionally.

Before class

Provide student pages 1–4 and both MP3s. Keep this key and the transcripts separate. For activity 8, cover other cards or cut one copy into three strips. The company and characters are fictional. Photographs are AI-generated depictions of ordinary adults.

Suggested route

Stage	What to do
1–2 / 8 minutes	Use the photo to establish the visitor and welcome. Model the five words. Learners match, compare, then say a greeting. Accept a short answer at A1.
3 / 10 minutes	Read the gist question. Play Track 01 without the transcript. Check Ben. Read the six gaps and word bank, then replay. Pause between turns if needed; replay the city exchange for C.
4 / 8 minutes	Play Track 02 for Ben’s job, then replay for the four choices. Learners compare. Briefly model What do you do? and its answer.
5–7 / 12 minutes	Teach the patterns as chunks. Contrast company, department/city and people. Complete the dialogue and practise. Help learners prepare four true or invented sentences.
8–9 / 15–20 minutes	Model a three-person introduction. Give each learner one role. Allow preparation. Learners interact, then fill the visitor notes from memory. Rotate roles twice. Finish with a real introduction and self-check.

Support and stretch

A1: give the word bank before listening; pause and replay; allow the phrase bank throughout. Rehearse one exchange before the full role-play. A clear four-sentence introduction is a successful outcome.

A2: encourage follow-up questions and short answers: Yes, I do. / No, I don’t. Repeat the role-play with less reading.

A2+: add I’m responsible for… or I’m working on… only if useful to the learner. Ask for one responsibility, one clarification and an extra follow-up question.

Listen for: clear name and job, correct company/city patterns, a polite greeting and a useful request for repetition. Give one positive observation and one correction before the second attempt.

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TEACHER COPY / CHECK AFTER STUDENTS TRY

Answers and language guide

Student page 1

1. a. Eva. b. Accept Hello, I'm… / Nice to meet you / Welcome to… and other suitable greetings.

2. 1 C, 2 E, 3 A, 4 D, 5 B.

Student page 2

3A. Ben.
3B. 1 receptionist, 2 Northbank, 3 Leeds, 4 sales assistant, 5 Greenline, 6 Manchester.
3C. The city.

4A. A sales assistant.
4B. 1 sales, 2 customers, 3 Northbank, 4 a coffee.

Student page 3

5. Explanation and examples are provided on the student page.
6. 1 a, 2 too, 3 for, 4 in, 5 with, 6 This.
7. Personal answers. Example: Hello, I'm Marta. I'm an engineer. I work for Brightbox. I work in York.

Student page 4

8. Visitor's notes: Leo, sales assistant, Brightbox.

One possible conversation:
Amina: Hello. Welcome to Brightbox. I'm Amina. What's your name?
Chris: Hello, I'm Chris Hill. Nice to meet you.
Amina: Nice to meet you too. Who are you here to see?
Chris: I'm here to see Leo.
Amina: Leo, this is Chris Hill from Greenline.
Leo: Hi, Chris. I'm Leo. Nice to meet you.
Chris: Nice to meet you too. What do you do?
Leo: I'm a sales assistant. I work for Brightbox. I help customers.
Chris: Sorry, could you repeat the company name, please?
Leo: Brightbox. Which city do you work in?
Chris: I work in Hull.

9 and homework. Personal answers. Example: Hello, I'm Luis. I'm a receptionist. I work for Greenline in Hull. I welcome visitors.

Useful teaching points

"What do you do?" asks about a job here. "What are you doing?" asks about an activity now. "I'm a…" gives the job; "I work for…" gives the employer. "This is…" introduces another person. "Nice to meet you too" responds to the greeting. Professional introductions can be friendly and simple.

Use a/an according to sound. Do not correct a learner's accent towards one preferred model; focus on understanding names, places and key information.

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TWO MP3 TRACKS / KEEP SEPARATE FROM THE FIRST LISTEN

Listening transcripts

Microsoft neural voices: extended Track 01 uses American English (Jenny for Maya, Aria for Eva) at normal speed. Track 02 is unchanged: Sonia for Maya, Emily for Eva and Ryan for Ben. Pause and replay as needed. The listening answers are unchanged.

Track 01 / At Reception

Maya: Good morning, welcome to Northbank. I'm Maya. How can I help?

Eva: Hi, Maya. I'm Eva Novak. Nice to meet you. I'm here to see Ben. We have a meeting at ten, but I think I'm a little early.

Maya: Nice to meet you too. That's fine. Ben's with a colleague at the moment. Please take a seat.

Eva: Thanks. You have a lovely office. Is this a new building?

Maya: No, but this reception area is new. Our office is here in Leeds. Most of the team work upstairs. Is this your first visit?

Eva: Yes, it is. I usually talk to Ben on the phone, so it's nice to come here.

Maya: Of course. Do you work for Greenline?

Eva: Yes, I'm a sales assistant. I work in Manchester. There are six people in our team.

Maya: Sorry, could you repeat the city, please?

Eva: Manchester. Our shop is near the station.

Maya: Oh, right. Did you come by train today?

Eva: Yes. The train was fine, but I took the wrong bus from the station. A very kind woman helped me find this street.

Maya: Oh dear. Well, you're here now, and you're still early!

Eva: Yes, luckily. Do you work in sales too?

Maya: No, I'm the receptionist here. I answer the phone and welcome visitors. I work with Ben every day. Are you here to look at our lunch boxes?

Eva: Yes. We want some new ones for our shop. I have pictures, but I'd like to see the different sizes.

Maya: Ben has the samples ready. You can take some back to your team.

Eva: That's really helpful. It's easier to show people a real product than a picture.

Maya: Ah, there's Ben now. I'll introduce you.

Eva: Thank you, Maya.

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TRACK 02 / ORIGINAL RECORDING

Listening transcript: scene 2

Track 02 / Meet Ben

Maya: Ben, this is Eva Novak. She's from Greenline.

Ben: Hello, Eva. I'm Ben. Nice to meet you.

Eva: Nice to meet you too. What do you do?

Ben: I'm a sales assistant. I work in the sales department. I help customers.

Eva: Do you work with Maya?

Ben: Yes, I do. We work for Northbank.

Eva: Great. I'm a sales assistant too.

Maya: Would you like a coffee, Eva?

Eva: Yes, please. Thank you.

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