

## Unit 1 pag 4 activity 1

What do you say and do when you meet a friend?

Greet

How are you friend ? give a handshake, and if you are a woman giving a kiss on the cheek

Do people kiss when they greet in your country? What do you think of this?

It is tradiccion greeting kiss in my country

## Unit 2 pag 6 activity 1

What are some situations in which you have to introduce people?

when they themselves are not able to take the initiative

What are the differences between good and bad introductions?

when there distractors, or when you are sure of what you say

## Unit 2 pag 7 activity 9

Date March 20

Today, I went to a conference

While I was there, I met an old friend

He works with a colleague

We heave somethings in common. We agree with some tastes Hopefully, we'll meet again.

# 1 Greetings and goodbyes



**Etiquette**  
People around the world say hello and goodbye in different ways. In Asia, many people bow when they greet each other. This might seem strange to someone in the Middle East. There, men sometimes greet each other with a kiss on the cheek. In most countries people shake hands. But in America and Europe the handshake is firm, while in Asia it is weaker. So what do you do when you meet when you visit another country? Don't let these traditions confuse you. Just be polite. When you meet, say 'Pleased to meet you' and ask 'How are you?' When it is time to leave, say 'It was nice meeting you' and 'I hope we meet again'.

**Get ready!**  
1 Before you read the passage, talk about these questions.  
1. What do you say and do when you meet a friend?  
2. Do people bow when they greet in your country? What do you think of that?

**Reading**  
1 Listen and read this extract from an etiquette guide. Then, choose the correct answers. How many customs are mentioned in the text?  
1. Which is NOT a common way of greeting mentioned in the guide?  
A. saying 'Pleased to meet you'  
B. saying each other's hands  
C. bowing  
D. shaking hands  
2. How does the guide suggest people meet when they experience a new greeting?  
A. shake hands firmly  
B. be polite  
C. use your best judgment  
D. follow local customs  
3. What can you guess about people in Asia?  
A. They use a firm handshake.  
B. They say goodbye with a kiss.  
C. They don't typically bow when greeting.  
D. They have similar customs in London.

**Vocabulary**  
3 Complete the word or phrase with the same meaning as the underlined part.  
1. The manager said, 'I am pleased to see you.'  
P - pleasure  
2. He shook when she asked and she shook her head.  
S - shook  
3. Some people bow on the side of the street.  
C - curtsey  
4. It was great to see and get to know you.  
A - amazing

1 Read the sentence pairs. Choose where the words best fit in the blanks.  
1. Some customs have different connotations (positive/negative) depending on where you are.  
2. Some people don't shake hands when they are in a formal relationship.  
3. Some people shake hands when they come in an apartment.  
4. Some people don't shake hands when they are in a formal relationship.  
5. Some people shake hands when they come in an apartment.

**Listening**  
1 Listen to a conversation between a manager and his colleague. Mark the following statements as true (T) or false (F).  
1. The manager advises his colleague to bow.  
2. The manager advises his colleague to shake hands softly.  
3. The manager suggests shaking hands with his Japanese.

2 Listen again and complete the conversation.  
Manager: When you meet Mr. Yamamoto be very polite. He is a very important client.  
Colleague: Is the Japanese bowing or shaking hands?  
Manager: No, you don't have to bow. Just use soft handshakes.  
Colleague: Only soft?  
Manager: But don't make your handshake too firm. Japanese people usually have a softer handshake.  
Colleague: And when to bow? What time?  
Manager: Just say 'It was nice to meet you' and shake his hand again.  
Colleague: Okay, that's fine.

**Speaking**  
1 With a partner, write out the notes below, based on the dialogue from Task 1. Then match notes.  
**USE LANGUAGE SUCH AS:**  
- be pleased to  
- it is the custom to  
- don't make your handshake too firm.

Student A: Give advice to your colleague about how to:  
- greet a client  
- shake hands  
- say goodbye  
Make up a client's name and nationality.  
Student B: You are meeting a client from another country. Ask Student A for advice about greetings.

**Writing**  
1 Use the conversation from Task 7 to complete the memo.

**Uniworks Employee Manual**  
**USE GREETING CLIENTS**  
When greeting clients, you must always be polite.  
With American clients, shake hands.  
With Japanese clients, bow.  
When you greet the client, say pleased to meet you.  
When the client leaves, say goodbye and it was nice to meet you.

# 2 Introductions



**Introduction Etiquette**  
Imagine you are at a conference, talking to a colleague. Suddenly an old friend greets you. Of course you are happy to see her and so start talking excitedly. Stop! What about the colleague? Don't leave her alone. Introduce your friend and colleague by saying 'It is a pleasure to meet you' or 'Let me introduce you to...'. Make sure each person understands the relationship with the other, and make sure you have in common and you're in conversation in that direction. The way you of them will feel left out.

**Get ready!**  
1 Before you read the passage, talk about these questions.  
1. What are some situations in which you have to introduce people?  
2. What are the differences between good and bad introductions?  
**Reading**  
1 Read this extract from an etiquette guide. Then mark the following statements as true (T) or false (F).  
1. ... find a conversation with a colleague before talking to them.  
2. ... do not talk about work when introducing two people.  
3. ... mentioning people's common interests makes them feel included.

**Vocabulary**  
1 Choose the word that is closest in meaning to the underlined part.  
1. James likes to talk about his hobby.  
A. relationship  
B. colleague  
C. occupation  
2. Check the topic away from politics when the conversation.  
A. mention  
B. avoid  
C. introduce  
3. Karen is talking to a person who doesn't know her.  
A. colleague  
B. relationship  
C. acquaintance  
4. Let me get you the name of the friend she's meeting.  
A. steer the conversation away from  
B. bring out  
C. introduce you to

1 Place a check (✓) next to the responses that answer the question.  
1. Have I met your friend before?  
A. ✓ Yes, they're from Tokyo.  
B. ✓ Yes, they're from Tokyo.  
2. What's your relationship with them?  
A. ✓ They're my friend's name.  
B. ✓ They're my colleague.  
3. Can I introduce you to my colleague, Daniel?  
A. ✓ Sure, that's great.  
B. ✓ Sure, that's great.

2 Listen and read the extract again. Now choose who introduces a colleague to an old friend?  
**Listening**  
1 Listen to a conversation between two men and a woman. Mark the following statements as true (T) or false (F).  
1. The woman is introduced to the friend of a colleague.  
2. The speaker met at the woman's birthday party.  
3. All three speakers are in the same general region.

2 Listen again and complete the conversation.  
Man 1: Sarah, it's nice to meet you. How do you do?  
Woman: Hi John, it's a pleasure to meet you.  
Man 2: And nice to meet you, too. How do you two know each other?  
Woman: Oh, we work together.  
Man 2: That's right. But mentioned that some of his colleagues were coming to a conference.  
Woman: Oh, I don't know.  
Man 2: You know, Sarah, you and John have something in common.  
Woman: Oh, I don't know.  
Man 2: It's the office of the company.

**Speaking**  
1 In groups of three, act out the roles below, based on the dialogue from Task 7. Then switch roles.  
**USE LANGUAGE SUCH AS:**  
- let me introduce you to  
- how do you two know each other?  
- do you have something in common?

Student A: Introduce two people who do not know each other. Be sure to mention:  
- names  
- where they work  
Student B and C: Meet the person you are introduced to. Find out:  
- how he or she knows Student A.

**Writing**  
1 Use the conversation from Task 6 and the etiquette guide to fill out the journal entry. Use today's date.

**Journal Entry**  
Date: March 10  
Today, I went to a conference.  
While I was there, I met an old friend.  
She works with a colleague.  
We have something in common. We worked together in the past.  
Hopefully, we'll meet again.

