ENGLISH A2 · UNIT 1 · EVERYDAY ENGLISH Name: _____ Date: _____

# Everyday English: Meeting new colleagues

Focus: everyday English: introducing yourself at work, asking what people do, checking meaning, offering help

## Model dialogue

**Ani:** Hi, I'm Ani, the new designer.

**Mark:** Welcome to the team! I'm Mark. I'm in charge of the website.

**Ani:** Nice to meet you, Mark. What are you working on at the moment?

**Mark:** Sorry, I didn't catch that. Could you say it again?

**Ani:** What are you working on at the moment?

**Mark:** A new website for a hotel. Is that coffee yours?

**Ani:** No, it's Lena's. Mine is at my desk.

**Welcome** **meet** **charge** **working** **mean** **free** **help** **sales**

### 1 Complete the dialogue with the words in the box.

*Example: I work in _____. → sales*

**Levon:** Hello, I'm Levon. I'm new in the support team.

**Nina:** _____ to the team! I'm Nina. Nice to _____ you.

**Levon:** Nice to meet you too. And what do you do here?

**Nina:** I'm in _____ of the training. I'm _____ on the timetable now.

**Levon:** Sorry, what does 'timetable' _____?

**Nina:** It's the days and times of your shifts. Is this seat _____?

**Levon:** Yes, it is. Thanks a lot for your _____, Nina.

### 2 Match the questions and the answers.

| | |
|---|---|
| 1. What do you do here? | a. It's your work time, from two to ten. |
| 2. Is this chair free? | b. A new report for the boss. |
| 3. Do you need any help? | c. Sorry, it's Maria's. |
| 4. What does 'shift' mean? | d. Of course. The meeting is at ten. |
| 5. What are you working on now? | e. Yes, please. Thanks a lot. |
| 6. Could you say it again, please? | f. I'm in charge of the canteen. |

ANSWER KEY

**1** 1 Welcome, 2 meet, 3 charge, 4 working, 5 mean, 6 free, 7 help **2** 1 f, 2 c, 3 e, 4 a, 5 b, 6 d

Gratuit à télécharger, à imprimer et à utiliser à la maison, en classe ou n'importe où.