

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.

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| 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