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

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