

SECTION

I

Greetings and Introductions

Unit 1



Lead-in

How do you greet your friends on campus? Discuss it with your partner. You may use the following examples for help.

Student A: Hi. Nice to see you here.

Student B: Nice to see you, too.

Student A: Hello, Jack. Haven't seen you for a long time. How's everything going?

Student B: Not bad. How about you?



Warm-up Activities

I. Read the following words and find the pronunciation rules for letter “a” .

1. [ei] shame plate chase tape trace

2. [æ] back sad fat lamp fan

II. Read the story below and pay attention to your pronunciation and intonation.

The easiest way to introduce people is simply to mention their names, for example, “Mr. Brown”, “Mr. Carter”. Try to pronounce the names slowly and clearly. Usually, one should introduce the younger person first to the older, “Grandma, please meet Alice and Carlos Steward, my neighbors.” Or introduce

a male first to a female, say “Mrs. Clark, I’d like you to meet Dr. Martin Slater, he works in General Motor. And Dr. Slater, Mrs. Wanda Clark teaches philosophy at Cambridge University.” In the United States it’s customary (习惯的) for men to shake hands when meeting each other. If not, he should simply bow slightly. Men always stand up when being introduced while women remain seated. However, a young woman should stand up when being introduced to a person much older than her or in a higher social position.



Dialogues

Dialogue 1

Doris: How’s life these days?

Steve: Mmmm, just OK. And how are you?

Doris: Pretty good. Nice weather today, isn’t it?

Steve: Yes, it’s good for doing some exercises.

Doris: How about going jogging together?

Steve: Good idea! Let’s enjoy the sunshine!

Doris: Let’s go.

Dialogue 2

Mary: Hey, Helen. Haven’t seen you for ages.

Helen: Oh, hi, Mary. Yeah, it has been a long time. How’s everything?

Mary: Not too bad, thanks, and you?

Helen: Pretty good, thanks.

Mary: I’m sorry I’m in a hurry right now.

Helen: OK. See you some other time, huh?

Mary: Yeah, let’s get together sometime. Take care.

Helen: You too.

Dialogue 3

Jason: Hello, Thomas. It’s good to see you. Have you met Mr. Li?

Thomas: No, I don’t believe I have.

Jason: Mr. Li, I’d like to introduce Thomas. Thomas is our business partner. And Thomas, Mr. Li is our new sales manager. He is the General Manager of the Beijing branch.

Thomas: I’m very happy to meet you, Mr. Li.

Mr. Li: It's my pleasure, Thomas.

Dialogue 4

Wu Ping: Hi, Liu Yun, nice to see you here.

Liu Yun: Hi, good to see you! How are you?

Wu Ping: Not bad. May I introduce you to our manager, Mr. Smith?

Liu Yun: How do you do, Mr. Smith?

Mr. Smith: How do you do, Liu Yun. Nice to meet you!

Liu Yun: Nice to meet you, too. Welcome to China.

Mr. Smith: Thanks. Your oral English is very good!

Liu Yun: Oh, thank you for saying so. I am flattered! Here is my business card.

Mr. Smith: Thanks. This is mine.

Liu Yun: I hope you will enjoy your stay here.

Mr. Smith: I bet I will.

Dialogue 5

(On the first day of a new semester, the new English teacher, Susan, is asking the students to introduce themselves.)

Teacher: Who would like to introduce himself, first?

Jeffery: My name is Jeffery. I'm from Yantai, a beautiful coastal city in Shandong Province. There are three people in my family, my father, my mother, and I. I like playing basketball very much.

Teacher: I think we've already known something about you. But I still wonder why you choose business English as your major?

Jeffery: Well, I love English and business English is a hot major, graduates can easily find decent and better-paid jobs. Besides, working as an international trade specialist has always been my ultimate career goal.

Teacher: Oh, great. Thank you for your introduction.

Dialogue 6

Host: Good evening, everyone. Welcome to Sunshine Cup English Contest. Our first contestant today is Peter Pan. Peter, would you please introduce something about yourself to us?

Peter: OK, thanks. Hello, everyone! My name is Peter Pan. I come from Beijing Vocational College of Electronics Science. It is really a great honor to have this opportunity to participate in this contest. I'm an active and smart boy. My

favorite subject is English. I like it very much. I'll try my best to give you a good performance this morning. Hope you can support me! Thank you!

Host: Thank you, Peter. Wish you success!

Dialogue 7

Stella: This is our new employee, Morgan.

Morgan: Hi, everybody! I'm glad to meet you all!

Stella: Would you like to make a brief introduction about yourself?

Morgan: Sure. My name is Morgan. My hometown is Guangzhou of China. I graduated from Tsinghua University with a master's degree in Economics. I've heard so much about this corporation and I've been looking forward to working here. I hope we can get along well with each other. Thanks a lot.

Stella: Okay. Welcome to our company! I will show you around later.

Morgan: Thank you. What's my job?

Stella: You will be in charge of the promotion of goods. What do you say?

Morgan: No problem. I will try my best. You can count on me!

Stella: And if you have any questions, please don't hesitate to ask Mark, who is in charge of the Personnel Department.

Morgan: Okay! I really appreciate it.



Vocabulary

jog [dʒɔːg] *v.* 慢跑

branch [brɑːntʃ] *n.* 分公司

flatter ['flætə] *v.* 奉承, 阿谀

appreciate [ə'priːʃieɪt] *v.* 欣赏, 感激, 赏识

decent ['diːsnt] *adj.* 得体的, 相当好的

ultimate ['ʌltɪmət] *adj.* 终极的; 最后的

career [kə'riə] *n.* 职业, 事业

contest ['kɒntest] *n.* 竞赛, 争论

smart [smɑːt] *adj.* 聪明的, 漂亮的

corporation [ˌkɔːpə'reɪʃən] *n.* 公司

promotion [prə'məʊʃən] *n.* (某商品的) 推销广告或宣传活动

personnel [ˌpɜːsə'nel] *n.* 人事



Useful Expressions

A. Introducing oneself

- How do you do? My name's Teresa.

- Allow me to introduce myself. I'm Susan Li, a freshman from International Trade Department.
- Excuse me. I don't believe we've met. I'm Michael Hanks.
- Excuse me. Haven't we met before? I come from China.
- Hi, I'm Mike. May I know your name please?

B. Introducing somebody

- I don't think you've met my classmate Mike. This is Mike. And Mike, this is Mary.
- Let me introduce you to each other.
- Meet my cousin, Bob.
- Jason, I'd like you to meet Edison Brown, the principal of our school.
- Have you met Chanel Jones, Laura?

C. Greeting people

- Good morning / afternoon / evening.
- How are you?
- How are you doing?
- Glad to meet you.
- Nice to meet you.
- Haven't seen you for ages. How are you?
- How's everything?
- How are things going with you?
- Anything new?
- What's up / new?
- What's going on?

D. Responding to greetings

- I'm very well. Thank you. And you?
- Fine. How about you?
- As usual.
- Can't complain, thank you.
- Couldn't be better, thanks.
- Just so-so.
- Pretty good, thank you.
- Not too bad, thanks.



Exercises

I. Choose your appropriate response with the expressions given below.

1. Greet someone you've never met before.
2. Check someone's name if you didn't hear it very well.
3. Greet someone you often meet.
4. Greet someone you haven't met though you've had contacted with him/her by phone or e-mail.
5. Greet someone you've met before.
6. Introduce yourself.
7. Introduce a colleague.
8. Ask about someone's name.

- A. I'm David Brown, your new neighbor.
 B. Nice to meet you at last.
 C. This is Mrs. Davis. She's in charge of exports.
 D. Hi! How are you?
 E. Good to see you again!
 F. I'm sorry I didn't catch your name. Can you say it again?
 G. Good morning. Pleased to meet you.
 H. I'm sorry, may I know your name?

II. Complete the short dialogues by translating the Chinese into English.

1	A: _____ (最近过得如何)?	B: Great! Thanks. _____ (你呢)?
2	A: Hi, I'm very glad to see you again. Have you met my cousin, Linda?	B: _____ (我尚未有幸见过呢).
3	A: Let me introduce Linda to you. This is Linda, my cousin.	B: _____ (你好), Linda. Glad to meet you.
4	A: Hello. My name is Liu Yan. _____ (你是哪个系的)?	B: _____ (我是国际贸易系的). I'm from Beijing.
5	A: I'm lucky to have you as my desk mate.	B: I feel lucky too. _____ (有需要帮忙的地方请尽管找我).

6	A: Hello. _____ (请允许我介绍一下我自己)? My name is Sarah. I'm from America.	B: Oh, hello, Sarah. Nice to see you. I'm Lin Hua.
7	A: How do you do, Mr. Smith?	B: Pleased to meet you, Wu Ying. _____ (我从 Mary 那里得知您的很多情况).
8	A: _____ (请允许我介绍一下我的朋友), Mr. Lin.	B: Nice to meet you.
9	A: _____ (你们以前见过面吗)?	B: No, we haven't.
10	A: This is Mr. Grant. _____ (他是一个通讯员).	B: Oh, my sister is a journalist.

III. Imagine you are a new employee in a company. Mr. Anderson is the President of the Company. You meet him for the first time at the café. Fill in the blanks with the expressions given in the box. Then act the dialogue out with your partner.

- A. I'm very happy that I can work in this company
- B. Are you from Germany
- C. Are you a newcomer
- D. Excuse me
- E. And I love China very much

Tom: ____ 1 _____. Are you Mr. Anderson?

Mr. Anderson: Oh, yes, Thomas Anderson. ____ 2 _____?

Tom: How do you do? I'm Yang Cheng, a graduate from Peking University. My major is Mechanics.

Mr. Anderson: Very good. Welcome to our company.

Tom: ____ 3 _____.

Mr. Anderson: Have you got used to the new environment?

Tom: Yes, the colleagues helped me a lot. By the way, ____ 4 _____?

Mr. Anderson: Yes. ____ 5 _____.

Tom: Chinese people are very kind and friendly.

IV. Pair work: make dialogues based on the following situations.

1. You are a freshman. One day you meet your new teacher, Professor Thompson, on campus. You greet each other and talk about the university life and studies.

2. It's the first day of the new school. Introduce yourself to your new classmates.
3. Kate meets her old friend Michael at a restaurant. They greet each other, and Kate introduces Michael and her parents to each other.

V. Topics for discussion.

1. What's the most impressive thing when you first came to your college?
2. What do you think is the best way to make friends in the college?



Culture Tips

When people meet someone for the first time, it is usual to shake the person's right hand with your right hand. You can address a new acquaintance using their title and family name. You may use their first name when they ask you to do so. The simplest thing to say is "Hello" or "Hi", which is a very common way of greeting someone in both formal and more relaxed situations. A variation of that, which you're probably more likely to hear, is "How are you?", "How are you going?" or "How's it going?". No answer is expected other than "Fine, thank you." After you've answered that question, the most usual thing to do is to return the question and ask the other person if they are well. You can return the question with a simple sentence like "And you?" or "How about you?"



Class Activities

Guess Who

1. Take out a piece of paper, and write down some personal information about yourself. You should write at least five complete sentences, e.g, "I was born in September", "I like Jay Chou", "I am a football fan", etc. You should make sure the information is true.
2. Then please fold your paper and pass them to the front of the class. The teacher will distribute them and make sure each student has personal information about another student.
3. After reading the personal information, please try to find whose information they have by asking others questions. You can also ask the whole class open questions, such as "Who was born in September?" or ask individuals, such as "Do you like Jay Chou?"
4. The game ends when everybody finds out whose personal information they have got.