## WEEK 3

## BUSINESS INTRODUCTIONS

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## 3.1 Read the formal inroducing below.

## Informal

## http://www.eslgold.com/images/introducing_yourself.png

Susan Palmer : I'd like you to meet my co-worker, Collin Beck.

Collin, this is Mr. Stratford.

Mr. Stratford :Nice to meet you.

Colin Beck : My pleasure.

**3.2 Read the common phrases prefered when introducing one .**

|  |
| --- |
| **Informal Introducing** http://ts2.mm.bing.net/images/thumbnail.aspx?q=4845569928594269&id=34d487d8c0cb68f0eb6828dd59a24073  Jack:Have you met, Jason? Jason, this is Tom.  Tom: Nice to meet you.  Jason: Nice to meet you too. Formal Introducing -A:I'd like to introduce you to my dear friend, Mrs. Pleasant.  -A:Allow me to introduce myself/my colleague, Ms. Winters  -A:Let me introduce you to my colleague, Dean Richards.  -A:Mr. Richards, this is David Porter from Aerospace Inc.  -B: Nice to meet you/ Good to meet you / Pleased to meet you.  -C: Nice to meet you too. / My pleasure.  **Important body language to remember: Smile, eye contact, firm handshake.** |

## 3.3 Conversation Practice

Practice introducing your friends and relatives ( using the phrases above )  
Remember to smile ☺ (and use handshakes  where appropriate).

## 3.4 Fill in the blanks with the words in the boxes. You can also have a look at execise 3.2

|  |
| --- |
| meet introduce too |

## http://ts4.mm.bing.net/images/thumbnail.aspx?q=4976433285103687&id=d15e167875fab2b10432d84238a67b9e

## Mark Yann: I’d like to \_\_\_\_\_\_\_\_\_\_\_\_\_ my friend Mr. Mason. Mr. Mason this is my colleague Mr. Trom

## Tom Trom: Pleased to \_\_\_\_\_\_\_\_\_\_ you Mr. Mason

## Frank Mason: Nice to meet you \_\_\_\_\_.

## http://ts4.mm.bing.net/images/thumbnail.aspx?q=4651042304688271&id=14e8a3f4ae05a4cbe3aa1b8fd54d15f1

|  |
| --- |
| Pleased this you |

George Orwell: Mrs.Sandlers, \_\_\_\_\_\_\_\_is Amanda Ronn from Ayero Inc.

Amanda Ronn: \_\_\_\_\_\_\_\_ to meet \_\_\_\_\_ Mrs. Sandlers.

Kim Sandlers: Nice to meet you too.

Note: You can use any online dictionary to find out the Turkish meanings of the words, here are some links:

http://www.seslisozluk.com <http://www.zargan.com/> <http://www.sozluk.net/ingilizce>

**Grammar Point:**

**PRONOUNS**

There are four types of pronouns: Subject Pronouns, Object Pronouns, Possessive Pronouns and Demonstrative Pronouns. Here is a list and explanation showing the different types of pronouns:

* **Subject Pronouns - I, you, he, she, it, we, you, they** function as the *subject* of a sentence:

**I** live in New York.  
Do **you** like playing tennis?  
**He** doesn't want to come this evening.  
**She** works in London.  
**It** won't be easy.  
**We** are studying pronouns at the moment.  
**You** went to Paris last year, didn't you?  
**They** bought a new car last month.

* **Object Pronouns - me, you, him, her, it, us, you, them**serve as the object of a verb.

Give **me** the book.  
He told **you** to come tonight.  
She asked **him**to help.  
They visited **her**when they came to New York.  
She bought **it**at the store.  
He picked **us**up at the airport.  
The teacher asked **you**to finish your homework.  
I invited **them**to a party.

* **Possessive Pronouns - mine, yours, his, hers, its, ours, yours, theirs** show that something belongs to someone. That house is **mine**.   
  This is **yours**.  
  I'm sorry, that's **his**.  
  Those books are **hers**.  
  Those students are **ours**.  
  Look over there, those seats are **yours**.  
  **Theirs**will be green.
* **Demonstrative Pronouns - this, that, these, those** refer to things. 'this' and 'these' refer to something that is near. 'that' and 'those' refer to things that are farther away.

**This** is my house.  
**That** is our car over there.  
**These** are my colleagues in this room.  
**Those** are beautiful flowers in the next field.

* **Possessive adjectives - my, your, his, her, its, our, your, their** are often confused with possessive pronouns. The possessive adjective modifies the noun following it in order to show possession.

I'll get **my** books.  
Is that **your** car over there?  
That is **his** teacher, Mr Jones.  
I want to go to **her** store.  
**Its** color is red.  
Can we bring **our** children?  
You are welcome to invite **your** husbands.

**Note: For Turkish explanation please see :** <http://esmus.blogcu.com/subject-pronouns-ingilizce-sahis-zamirleri-personal-pronouns/5824220>

**Exercises**

**Week 3**

1. I gave \_\_\_\_ a book for his birthday.
2. him b. his c. he
3. Is that book \_\_\_\_\_?
4. your b. yours c. you
5. I think \_\_\_\_ lives in New York.
6. she b. her c. hers
7. \_\_\_\_ neighbor comes from Italy
8. Our b. Ours c.We
9. We gave \_\_\_\_\_ some chocolates after lunch.
10. them b. they c. their
11. \_\_\_\_\_ color is brown.
12. It’s b.Its c. It
13. \_\_\_\_\_ boyfriend works in a bank.
14. Her b. Hers c. She
15. Can you help \_\_\_\_\_ with the homework?

a. we b. our c. us

9. That's \_\_\_\_\_ house over there.

a. mine b. my c. me

10. She brought \_\_\_\_\_ to school.

a. she b. her c. their

11.Be sure that everyone brings \_\_\_\_\_\_\_\_\_\_\_\_ own book.   
 a. his/her b. their c. our

12 If anyone calls, tell \_\_\_\_\_\_\_\_\_\_\_\_ that I'll be back in half an hour.   
 a. him/ her b. them c. they

13. Joe and \_\_\_\_\_\_\_\_\_\_\_\_ have been close friends for many years.   
 a. me b. I c. them

14. Did you see Derek and \_\_\_\_\_\_\_\_\_\_\_\_ at the game?   
 a. her b. she c. us

15. Between you and \_\_\_\_\_\_\_\_\_\_\_\_ , this politician cannot be trusted.   
 a. me b. I c. them

16. He turned \_\_\_\_\_\_\_\_\_\_\_\_ head to the front when the teacher entered.   
 a. their b. his c. you

17**.** We know that we can count on James, Anne, and \_\_\_\_\_\_\_\_\_\_\_\_ .   
 a. she b. her c. theirs

18**.** Rhonda explained that \_\_\_\_\_\_\_\_\_\_\_\_ and her sister had often eaten at that restaurant.   
 a. she b. her c. theirs

19. Most of the workers were wearing \_\_\_\_\_\_\_\_\_\_\_\_ hard hats.   
 a.his/her b. their c.I

20. It's always best for a student to ask questions when \_\_\_\_\_\_\_\_\_\_\_\_ doesn't understand a problem.

a. she b. they c. our

21**.** The children in that neighborhood often ride \_\_\_\_\_\_\_\_\_\_\_\_ bikes through the park.   
a. his/her b. their c. we

22.The local government plans to cut \_\_\_\_\_\_\_\_\_\_\_\_ budget for recreation.   
a. its b. their c. they

23.When I meet new people, I'm usually curious about \_\_\_\_\_\_\_\_\_\_\_\_ occupations.   
a. their b. his/her c. she/he

**ANSWER KEY**

**WEEK 3**

## 3.4

## Mark Yann: I’d like to introduce my friend Mr. Mason. Mr. Mason this is my colleague Mr. Trom

## Tom Trom: Pleased to meet you Mr. Mason

## Frank Mason: Nice to meet you too.

George Orwell: Mrs.Sandlers, **this** is Amanda Ronn from Ayero Inc.

Amanda Ronn: **Pleased** to meet **you** Mrs. Sandlers.

Kim Sandlers: Nice to meet you too.

**Exercises**

1.a 11.a 21.b

2.b 12.a 22.a

3.a 13.b 23.a

4.a 14.a

5.a 15.a

6.b 16.b

7.a 17.b

8.c 18.a

9.b 19.b

10.b 20.a