## TOPIC

1

### MEETING NEW PEOPLE

1. MODEL DIALOGS

Dialog 1: (field of work)

Situation: Robert Brown is looking for office space. He is visiting the office of BenjaminTitaley at Arkadia Hijau, Jakarta.

|  |  |  |
| --- | --- | --- |
| Titaley | : | Good afternoon. I’m Benjamin Titaley. *A pleasure to meet you.* |
| Brown | : | *A pleasure to meet you too, Mr. Titaley. I’m Robert Brown from Microcomp Canada.* |
| Titaley | : | Welcome to Arkadia Hijau, Mr. Brown. |
| Brown | : | Thank you. *Just call me Bob*. |
| Titaley | : | Okay, Bob. *You can call me Ben*. You’re here to see the office space, right? |
| Brown | : | That’s right.  |
| Titaley | : | Well, then, let me show you around. |
| Brown | : | Okay. |

Dialog 2: (title)

Situation: Mrs. Julia Jones is a financial consultant at McKinsey & Co. She wants to see the financial director.

|  |  |  |
| --- | --- | --- |
| Nakamura | : | Mrs. Jones? |
| Jones | : | Yes. |
| Nakamura | : | How do you do? I’m Lucy Nakamura, chief accountant at Toyota Motor Company, Tokyo. |
| Jones | : | Pleased to meet you, Mrs. Nakamura. I’m Julia Jones, senior financial consultant at McKinsey, Hong Kong. |
| Nakamura | : | Let me take you to see the financial director. This way, please. |
| Jones | : | Thank you. |

Dialog 3: (occupation)

Situation: Mr. Donald Trump is going to help Mrs. Rita Noer to redesign her office.

|  |  |  |
| --- | --- | --- |
| Noer | : | Good morning. I’m Rita Noer, a lawyer at Noer and partner. |
| Trump | : | Nice to meet you, Mrs. Noer. I’m Donald Trump, an interior designer at Office Design, Singapore. |
| Noer | : | Welcome to Noer and Partner.  |
| Trump | : | Thank you. You said that you want to redesign your office? |
| Noer | : | That’s right. Why don’t we go to the meeting room to discuss this further. This way, please. |
| Trump | : | Okay, after you. |

###### B. LANGUAGE FOCUS

#### Greetings Responses

|  |  |
| --- | --- |
| Hello. | Hello. |
| Hi. | Hi. |
| Mr. Shatner? | Yes/ That’s right. |
| Good morning/Good afternoon/Good evening | Good morning/ Good afternoon/ Good evening |
|  |  |
| How’d you do?  | How’d you do? |
| Nice to meet you. | Nice to meet you. too. |
| Pleased to meet you. | Pleased to meet you, too. |
| Happy to meet you. | Happy to meet you, too. |
| A pleasure to meet you. | A pleasure to meet you, too |

#### Introduction

I’m William Shatner (name) from Startrek Enterprise (company).

I’m in marketing (field of work).

I’m chief engineer at Microcomp. (job title)

I’m a lawyer at Nasution and Nainggolan Law Firm. (occupation)

#### Purpose of visit

I’m here to talk to you about the proposal we sent last week.

I’d like to see the office space you talked about on the phone.

#### Conversation closers

Let me show you the office space.

Let me take you to see the director.

Why don’t we go to the meeting room?

Welcome to our office. How’s your trip?

**C. PRACTICE**

#### Activity 1: Completing information

Directions: Read the dialogs and complete the tables.

Dialog 1

|  |  |  |  |
| --- | --- | --- | --- |
|  | Company | Field of work | Purpose of visit |
| Titaley |  |  | -- |
| Brown |  |  |  |

Dialog 2

|  |  |  |  |
| --- | --- | --- | --- |
|  | Company | Job Title | Purpose of visit |
| Nakamura |  |  | -- |
| Jones |  |  |  |

Dialog 3

|  |  |  |  |
| --- | --- | --- | --- |
|  | Company | Occupation | Purpose of visit |
| Noer |  |  |  |
| Trump |  |  |  |

Look at the tables and retell what you know about each dialog.

#### Activity 2: Guided Dialog

Directions: Complete the missing parts in the following dialog.

|  |  |  |
| --- | --- | --- |
| A | : | Greet A. |
| B | : | Greet B back. |
| A | : | Introduce yourself to A (name, job title, company) |
| B | : | Respond to A’s introduction and give your name, job, title, company. Give the purpose of your visit  |
| A | : | Welcome A to your company. Help A to do his/her job in your company. |
| B | : | Say thank you to A. |

#### Activity 3: Role Play

Directions: You are at a conference reception. You don’t know the people there. It’s coffee break. Introduce yourself to someone at the conference.