

INTRODUCTIONS IN FORMAL SETTINGS

Vocabulary

job – a paid position of regular employment

work – a job or activity that you do regularly, especially in order to earn money

profession – a paid occupation, especially one that involves prolonged training and a formal qualification

career – an occupation undertaken for a significant period of a person's life and with opportunities for progress

boss – a person in charge of a worker or organization

supervisor – a person who supervises a person or an activity

employer – a person or organization that employs people

employee – a person employed for wages or salary, especially at non-executive level

coworker – a person with whom one works; a colleague

thrilled – extremely happy about something

suitable – right or appropriate for a particular person, purpose, or situation

branch – a division or office of a large business or organization, operating locally or having a particular function

transfer – an act of moving something or someone to another place

upcoming – about to happen

opportunity – a set of circumstances that makes it possible to do something

partnership – the state of being a partner or partners

Verbs

to introduce someone (to someone else) – make someone known by name to another in person, especially formally

to follow someone – to go, walk, etc. behind or after someone else

to transfer (an employee) – to move an employee from one place, department, or branch to another within the same company

to describe something/someone – to say what something or someone is like by giving details about them

to show something to someone – to let someone see something

to take over someone – to replace someone in their current position

to forget about something – to fail to remember about something

to update something – to make something more modern or up to date

to dwell on something – to think, speak, or write at length about something

Phrases

personal commercial – a way of making an introduction by confidently and briefly mentioning your accomplishments, experiences, and skills, in order to impress someone in a professional environment

to speak on the phone – to talk to someone using the phone

Take a seat. - a phrase used to ask someone to sit down

at short notice (BrE)/**on short notice** (AmE) – without being given much warning before something happens

Grammar Corner

We use 'let' to talk about permission. It should be followed by an object and an infinitive without 'to'.

*e.g. My boss **let me take** 3 days off in a row.
Why don't they **let us make** updates?*

We use 'Let us' (or its short form 'Let's') to make suggestions in formal situations. It is the first person plural imperative.

*e.g. **Let's go over** this report once again.
Let's take a 5-minute break.*

We use 'Let me' to give a direct and more formal suggestion. It is the first person singular imperative.

*e.g. **Let me call** you back.
Let me help you with these files.*

Real Life Situations

(CA – Candidate, HM – Hiring Manager, C1 – Coworker 1, C2 – Coworker 2, S – Supervisor)

Introducing Yourself with a Personal Commercial

HM: Good morning! You must be Mr. Craig?

CA: Yes, this is correct. I'm here for a job interview.

HM: Nice to meet you, Mr. Craig. I'm Julie Richards, I'm the Hiring Manager at Paradise Travels, we spoke on the phone.

CA: I'm pleased to meet you, Ms. Richards!

HM: Follow me, please.

a little later

HM: Here, take a seat.

CA: Thank you.

HM: Thank you for agreeing to come on such short notice.

CA: Not a problem, Ma'am. I was thrilled to receive a call from your company so quickly.

HM: We would like to find a suitable candidate and start the training as soon as possible since one of our employees is going to be transferred to another branch on the West Coast.

CA: Oh, I see.

HM: So, could you describe yourself in a couple of sentences?

CA: Surely! As the Digital Marketing Strategist with more than 5 years of experience, I'm responsible for developing solutions to meet the client's brand objectives based on consumer needs. I'm acutely aware of the rapidly growing influence of digital media and think of myself more as a connections strategist. Thus, I'm driven to create data-driven, outcome-focused, customer-centric strategies.

HM: This is an excellent response! And as to your educational background?

CA: Thank you. I completed my Bachelor's degree in Marketing from the University of Pennsylvania. During my undergraduate education, I worked on a wide range of projects that have allowed me to put what I've learned in the classroom into practical use.

HM: Great! Let's talk a little bit about your current position...

Introducing a New Employee

S: Good morning, Mr. Craig. Congratulations on your first day with us!

C1: Good morning, Mrs. Daniels. Thank you very much! I'm really excited to work here. And you can call me Ben, by the way.

S: Alright, Ben! Let's go now, I'll show you to your office.

C2: Morning, Mrs. Daniels!

S: Oh, Lilly, how are you today?

C2: I'm great, thank you! And you?

S: I'm fine, thanks! Let me introduce you to our new employee, Ben Craig. He will be taking over as the Digital Marketing Strategist from Susan.

C2: Oh, right, I totally forgot about the transfer. I'm Lilly Trent. Nice to meet you, Ben! Can I call you Ben?

C1: Yes, absolutely! Nice to meet you as well, Lilly.

S: Lilly is our Writer, you'll be working together on some of the upcoming projects.

C1: Have you been working here long?

C2: Almost 3 years now. Almost as long as I've been living in the US.

C1: You are not from here?

C2: No, I'm actually from Canada. I got my Master's here and was lucky to find such a great job opportunity at this company. Mrs. Daniels is the best boss! You'll love working here!

S: That's very sweet of you to say, Lilly!

C2: I'm being totally honest! Well, it was nice meeting you, Ben! I'll go now.

C1: Likewise!

S: Alright, follow me, Ben.

C1: Sure.

Introducing Yourself before a Meeting

S: Before we start the meeting, why don't we introduce ourselves? We have quite a few new faces in our branch. Ben, can you start?

C1: Certainly, Mrs. Daniels. Hi everyone! My name's Ben Craig, I'm the Digital Marketing Strategist. I've been with the company for 3 weeks now. Currently, I'm working on updating the company's digital media presence and building online partnerships, which I'm going to dwell on in my presentation. Thank you.

S: Thanks, Ben!