

PROFESSIONAL INTRODUCTIONS - (LEVEL A2/B1+)

Talk about your work duties and responsibilities

INTRODUCING YOURSELF

- Pleased to meet you. My name's...
- Nice to meet you. I'm...
- Let me introduce myself. I'm...
- I'd like to introduce myself. I'm...
- I don't think we've met (before). I'm...
- I think we've already met. I'm...

TALKING ABOUT YOUR RESPONSIBILITIES

- I'm responsible for + (verb-ing)
- I'm in charge of + (verb-ing)
- My responsibilities include + (verb-ing)
- My role is to + (verb)
- I deal with (problems/customers)
- I handle (all the refund requests)
- I manage (a team of 10 people)
- I ensure (all products are quality checked)
- I supervise (the unloading of trucks)
- I oversee (every aspect of the project)
- I work/collaborate with (5 people)

PRACTICE: Complete the phrases with one of the words in red
meet / include / responsible / charge / introduce / met

1. Let me _____ myself. I'm Susan Hemsworth and I am head of marketing.
2. I don't think we've _____ before. I'm Daniel and I work in sales.
3. Pleased to _____ you. My name's Sarah and I work for Conversably.
4. I'm _____ for dealing with customer complaints.
5. I'm in _____ of a team of ten sales representatives.
6. My responsibilities _____ teaching students and writing feedback notes.

TASK: With a partner, read the different scenarios below and practise introducing yourself. Also try to ask your partner questions about them and their jobs.

- ***You have just joined a company and it is your first day at work. You will be working in the sales department. Introduce yourself to the other employees in the office.***
- ***You are at a conference. You walk over to a person who you think you met at the last conference. Introduce yourself again and remind them about your job.***
- ***You are at a conference. You want to talk to someone new. Introduce yourself and tell the person about your job.***