

## Socializing 02: Welcoming Visitors

### Practice 1 | Useful Expressions

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**Directions:** Listen and repeat.

#### Welcoming

- Welcome to \_\_\_\_\_.
- Welcome to \_\_\_\_\_, I'm \_\_\_\_\_ of / from \_\_\_\_\_.

#### Meeting someone

- Are you Mr. / Ms. \_\_\_\_\_?
  - Yes I am.
- You must be Mr. / Ms. \_\_\_\_\_?
  - Yes, that's right.
  - I'm \_\_\_\_\_ of \_\_\_\_\_.

## Practice 2 | Dialogue 1

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**Directions:** Read the dialogue aloud with your teacher.

*The company staff are welcoming the visitor, Mr. Blacks, who arrived at the office.*

**Manager :** **Welcome to** Golden Shoes Company!

**Mr. Blacks :** Thank you.

**Manager :** **Are you Mr.** Blacks?

**Mr. Blacks :** Yes, I am.

**Manager :** I'm Jane Potter, the manager of this company.

**Mr. Blacks :** So, you're the one I've talked with over the phone, aren't you?

**Manager :** Yes. It's nice meeting you in person.

**Mr. Blacks :** Nice meeting you, too!

**Manager :** How was your flight?

**Mr. Blacks :** It was fine, but it was a very long flight.

**Manager** : I see. I hope you will enjoy the tour of our company.

**Mr. Blacks** : Of course. Thank you very much for your assistance.

**Manager** : It's my pleasure.

**Check your understanding:** Answer the following questions.

1. What company welcomed Mr. Blacks?
2. Does Mr. Blacks already know the manager?
3. What will Mr. Blacks do after the conversation?

## Practice 3 | Dialogue 2

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**Directions:** Complete the dialogue by using the expressions listed below.

**Sam** : \_\_\_\_\_?

**Mary** : Yes. That's right.

**Sam** : \_\_\_\_\_!

**Mary** : It's nice meeting you too, Sam.

**Sam** : \_\_\_\_\_?

**Mary** : It was fine but I think I'm still having a jetlag.

**Sam** : \_\_\_\_\_.

**Mary** : I think I should rest later. Thank you for your concern.

**Sam** : \_\_\_\_\_?

**Mary** : I'd love to. Thank you for your assistance.

**Sam** : \_\_\_\_\_.

How was your flight?	You must be Ms. Mary?	My pleasure.
Oh, I hope you recover soon.	Would you like to take a tour of the company later?	Nice to meet you!

## Practice 4 | Role-Play

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**Directions:** Have a role-play with your teacher. Your teacher will act as a guest and you will be the company representative. Use the expressions listed below. You may also use your own vocabulary.

- Welcome to Cleveland Bags Company!
- It's my pleasure.
- You might want to rest a bit after our meeting.
- How was your flight?
- You're welcome, Madam.
- Nice to meet you too, Ms. Mary.
- Would you like to have a tour?
- I'm Sammy Vern.
- Ms. Mary Clementon.

## Practice 5 | Discussion

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**Directions:** Discuss these topics and exchange thoughts with your teacher.

1. How will you welcome a foreign friend when he/she visits your country? And what will you do to let him/her feel that he/she is welcomed?
2. Where will you guide him/her for a tour? Why?
3. Have you ever welcomed a visitor in your company?
4. How about welcoming new employees? How do you usually make them feel welcome?