

Meeting people match the conversations pairwork game
Worksheet 1- Match the dialogues
Student A

Without showing your worksheet to your partner, match your 5 half dialogues to your partner's (which are in a different order)

Conversation 1

A: Hi Jane. Long time no see.

B: _____

A: Just here on business for a week. Do you live here now?

B: _____

Conversation 2

A: Good morning everyone. Are there any questions before we start? John.

B: _____

A: Of course. Go ahead.

B: _____

Conversation 3

A: Sorry I'm late.

B: _____

A: Please, carry on.

B: _____

Conversation 4

A: Morning John.

B: _____

A: Not bad. Didn't get up to much. You?

B: _____

Conversation 5

A: I don't think we've met, have we?

B: _____

A: Pleased to meet you. I'm Jennifer Jenners from the Boston office. We've spoken once or twice on the phone.

B: _____

Fill in the gaps with your partner's half of each dialogue (dictating it to each other, now looking at your partner's worksheet)

Look at each other's worksheets to double check

What are the situations and relationships between the people above?

Can you extend any of the conversations above?

What might be good topics of conversation? What topic should you probably avoid?

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Worksheet 1- Match the dialogues
Student B

Without showing your worksheet to your partner, match your 5 half dialogues to your partner's (which are in a different order)

Conversation A

A: _____

B: Can I just introduce myself, in case anyone doesn't know me?

A: _____

B: Hi everyone. I'm the new Sales Director. I've only just started, but if you have any questions I will try my best to help.

Conversation B

A: _____

B: John! Is that really you? What are you doing here in New York?

A: _____

B: Yes, I moved here 10 years ago because of my husband's job. He's just over there. Shall I introduce you to him?

Conversation C

A: _____

B: I don't think so. I'm John Smith, the Head of Marketing for South East Asia.

A: _____

B: Ah, of course. Nice to finally meet you.

Conversation D

A: _____

B: Don't worry, we've only just started.

A: _____

B: Thanks. Now, as I was saying...

Conversation E

A: _____

B: Morning Jane. Good weekend?

A: _____

B: Nothing special, just relaxed. Right. Let's get started, shall we?

Fill in the gaps with your partner's half of each dialogue (dictating it to each other, now looking at your partner's worksheet)

Look at each other's worksheets to double check

What are the situations and relationships between the people above?

Can you extend any of the conversations above?

What might be good topics of conversation? What topic should you probably avoid?

Meeting people match the conversation pairwork game
Worksheet 2- Can/ Will/ Shall Exercises

Without looking back at Worksheet 1, try to fill the following gaps with the correct word or words.

A: Hi Jane. _____.

B: John! Is that really you? What are you doing here in New York?

A: Just here on business for a week. Do you live here now?

B: Yes, I moved here 10 years ago because of my husband's job. He's just over there.

Shall I _____?

A: Good morning _____. Are there any questions before _____? John.

B: Can I just _____, in case anyone doesn't know me?

A: Of course. _____.

B: Hi everyone. _____ sales director. I've only just changed departments, but if you have any questions after the meeting I will try my best to help.

A: _____ I'm late.

B: Don't _____, we've only just started.

A: Please, _____.

B: Thanks. Now, as I was saying...

A: Morning John.

B: Morning Jane. _____?

A: Not bad. Didn't get up to much. You?

B: _____, just relaxed. Right. Let's get started, shall we?

A: I don't think we've met, _____?

B: I don't think so. I'm John Smith, the head of marketing for South East Asia.

A: _____. I'm Jane Smithers from the Boston office. We've spoken once or twice on the phone.

B: Ah, of course. Nice to _____ meet you.

Worksheet 3 - Full answer key and extra speaking

A: Hi Jane. Long time no see.

B: John! Is that really you? What are you doing here in New York?

A: Just here on business for a week. Do you live here now?

B: Yes, I moved here 10 years ago because of my husband's job. He's just over there. Shall I introduce you to him?

A: Good morning everyone. Are there any questions before we start? John.

B: Can I just introduce myself, in case anyone doesn't know me?

A: Of course. Go ahead.

B: Hi everyone. I'm the new sales director. I've only just changed departments, but if you have any questions after the meeting I will try my best to help.

A: Sorry I'm late.

B: Don't worry, we've only just started.

A: Please, carry on.

B: Thanks. Now, as I was saying...

A: Morning John.

B: Morning Jane. Good weekend?

A: Not bad. Didn't get up to much. You?

B: Nothing special, just relaxed. Right. Let's get started, shall we?

A: I don't think we've met, have we?

B: I don't think so. I'm John Smith, the head of marketing for South East Asia.

A: Pleased to meet you. I'm Jane Smithers from the Boston office. We've spoken once or twice on the phone.

B: Ah, of course. Nice to finally meet you.

Practice the dialogues in pairs.

Continue the dialogues above by adding two to six more lines to each one.

Practice more times, covering more and more of the bottom of the conversation each time. You don't have to use exactly the same words as is there, but you do have to successfully finish the conversation each time.