Starting and ending conversations lesson
Without looking at the worksheet below, hold up the "Starting" *card or the* "Ending" *card depending on what you hear, waiting to hear more examples of the same kind if you are not sure.*

When your teacher stops the listening game, decide if each section below consists of phrases used near the start of conversations (S) or near the end (E)

A
I don't think we've met before
I've been looking forward to meeting you
Is it your first time here?
Who are you here to see, please?
Delighted to meet you
Welcome to Veolia
Hi, I'm here to see Mr Koizumi
Pleased to meet you
How do you do
It's great to see you again!

B
Thanks for having me
Give my love to William
Don't forget to write
Don't call us, we'll call you
Promise to write everyday!
I never want to see you again!

C
Scram!
We had a lovely time
Never darken my doors again!
Get lost!
I'll never forget you!
I'll be back
Get out of here!

D
Long time no see
How's it going?
How are things?
How was your weekend?
How's business?
How's your mother?
You're looking good
You're looking well
How's life?

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E
Thanks again
It was nice to meet you
Hope to see you again some time
I'll email you tomorrow
See you on Wednesday
I'm sorry, we really must be going
I'm afraid I must be leaving

F
Do you want me to give you a lift to the airport?
Well, I don't want to keep you any longer…
I'm really glad we had this time to talk
It was a pleasure meeting you
I'm terribly sorry, but I have a train to catch
This has been very productive, thank you
Send my regards to Mr Jones

G
Charmed, I'm sure
What's a nice girl like you doing in a place like this?
What's up, man?
Do you come here often?
You're looking very sexy today

H
Make yourself at home
Can I get you anything?
I'm supposed to meet John Webster. Is that you, by any chance?
Did you have any trouble getting here?
We've spoken many times on the phone but this is the first time face to face, isn't it?

I
Come on up, we're on the third floor
Let me introduce myself
Please come in
Take a seat
Can I ask your name please?
How was your journey?
How was your flight?

J
I've got to make a move
Can you find your own way out?
I'll be getting along then
I've got to shoot
Ciao
Catch you later!

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Take care
Have a nice trip

K
Do you have a minute (to talk)?
Can I just have a word?
Did you have a good weekend?
Did you see the match last night?
L
I'll let you get on then
I think that's about all we need to do today
Thanks for your hospitality
So, I won't keep you any longer
Could you possibly call me a taxi?
M
That's it! I've had enough!
I'm out of here!
Get out of my sight!
I'm gonna shoot this joint
I can't stand another minute of this!

N
Well, I think that about wraps it up
See you
Say 'Hi' to John from me
So, shall we call it a day?
I gotta dash.
Bon voyage
What are your plans for the weekend?

O
May I introduce you to my colleagues?
May I take your coat?
On behalf of our Chief Executive Officer, I'd like to welcome you to our plant
OK. Shall we get started?
Good afternoon. I have an appointment with Mr Miller.
Please call me Linda.

Check as a class, then test each other in the same way.

Which sections above would you be happy using at the beginning and end of the conversation the first time that you meet a client or supplier (business-like = B)? Which could you use with colleagues or other people you meet regularly (Friendly = F)? Which could you not use at work (Unprofessional = U)?

Which are you most likely to use in English in your working life?

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In the business-like sentences, which sentences are used by the host and which are used by the guest?

Without looking below, listen and choose one correct response for each sentence (a, b or c). Your teacher will tell you if you should write the letter down, only shout it out, or do both.

Choose the correct response below, then check as a class.

1. It's great to see you again
a) Nice to meet you
b) Thanks
c) It's great to see you too

2. Can I get you anything?
a) Yes, you can
b) I'd love a cup of coffee
c) No problem

3. I'd love a cup of tea
a) I get you one
b) I'll get you one
c) I'm afraid

4. How are you getting on?
a) I'm fine, thank you
b) How do you do.
c) I've nearly finished.

5. What do you do?
a) I'm replacing the disk drive
b) I'm in computers
c) How do you do?

6. I'll be getting along then
a) Okay. Thanks for coming
b) That's fine
c) I'm getting along fine too

7. Thanks for showing me around
a) It doesn't matter
b) I don't care
c) It was a pleasure

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8. Long time no see
a) Long time no see
b) Yes
c) Yes, it's been two years, hasn't it?

9. How's business?
a) 10% better than last year
b) Very profitable
c) Not bad

10. Do you want me to give you a ride to the station?
a) No, thanks
b) That's okay thanks, I already have a ticket for the bus
c) It's too much trouble

11. I'm supposed to meet John Webster. Is that you, by any chance?
a) I'm afraid not. Please take a seat and I'll find him for you.
b) Yes, I am.
c) There's no chance

12. Can I just have a word?
a) Just one word? Okay.
b) Of course. Come in.
c) Can I have one too?

13. Thanks for your hospitality
a) Thanks for coming.
b) Thanks for being a guest.
c) Thanks for being hospitalized.

14. Take a seat
a) Where to?
b) Thanks. Is here okay?
c) Yes I do.

15. Have a good evening, then
a) Good night
b) Thanks, you too
c) Yes, I will

Test each other on the phrases:
- say the phrase and three responses and see if your partner can choose the best
- say a phrase and see if your partner can respond
- say a phrase, listen to your partner's response, then continue the conversation together

Other correct phrases not above are also okay.

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Cards to hold up

Starting	Ending
Starting	Ending
Starting	Ending
Starting	Ending
Starting	Ending
Starting	Ending
Starting	Ending

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