

1B Getting connected

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- 1** Are you more naturally a host or a guest? Work in pairs or small groups and discuss.
- 2** You are attending a social function at an important business conference. Decide what you would say in each of these situations and think of two different ways of saying it.
- a** Welcoming new arrivals:
 1 _____
 2 _____
- b** Introducing yourself and your company:
 1 _____
 2 _____
- c** Starting a conversation with people you don't know:
 1 _____
 2 _____
- d** Asking for someone's business card:
 1 _____
 2 _____
- e** Finding out someone's opinion about the event:
 1 _____
 2 _____
- f** Offering to get someone a drink:
 1 _____
 2 _____
- g** Introducing someone:
 1 _____
 2 _____
- h** Ending a conversation:
 1 _____
 2 _____

3 You are attending a social function for your company. You have 15 minutes to network successfully. In that time you must perform the tasks in the table and try to score as many points as possible. Keep a note of your score as you go!

Action	Points	Your total
Welcome someone to the event	5	
Introduce yourself	10	
Start a conversation with someone new	10	
Ask for someone's business card	10	
Find out someone's opinion about the event	5	
Offer to get someone something	10	
Introduce someone to new people	20	
End a conversation	10	