

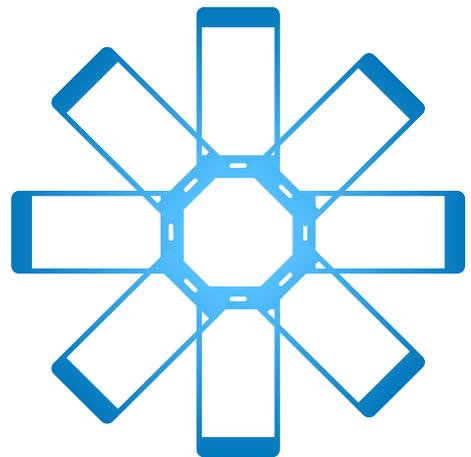
# Teleconferences - Introductions

## Discussion

How do you usually start teleconferences?

## Listening

- A:** Good morning everyone. This is Adam in Wellington. Thank you for being here this morning. I know it's early for you.  
Ok, can I check who's here? Robert Smith?
- B:** Yes. This is Bob Smith. I'm handling marketing here in LA.
- A:** Great. Candace Silvers? Do we have Candace?
- C:** Yes, I'm here.
- A:** Alright. Candace, could you introduce yourself?
- C:** Sure. I'm the deputy chief of marketing in San Francisco and I'm handling marketing for the Ecks project on the west coast.
- A:** Thank you Candace. And let me introduce David Keel. David are you there?
- D:** I'm here, Adam.
- A:** As many of you know David is in charge of marketing in Europe. Ok, let's get started.



### Introducing Yourself

### Introducing Others

This is \_\_\_\_\_ in \_\_\_\_\_.  
*Name location*

Let me / I'd like to introduce \_\_\_\_\_.  
*Name*

I'm \_\_\_\_\_.  
*job title*

\_\_\_\_\_ is \_\_\_\_\_.  
*Name job title*

I'm handling / in charge of \_\_\_\_\_.  
*duty / project*

\_\_\_\_\_ is handling / in charge of \_\_\_\_\_.  
*Name duty / project*

## Practice

Practice with your classmates. Take turns introducing yourself and the others in your group.



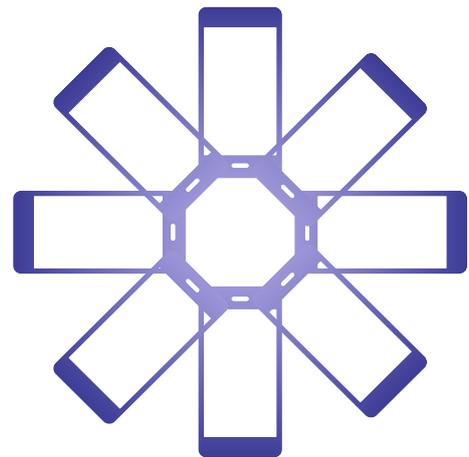
# Teleconferences - Introductions

## Discussion

How do you typically open a teleconference?

## Listening

- A:** Good morning everyone. This is Adam in Wellington. I'll be chairing today's call. Thank you all for being here this morning. I know it's quite early for some of you so again, we do appreciate your participation today. Ok. Can I just check who we have with us? Robert Smith?
- B:** Yes. This is Bob Smith. I'm handling marketing here in the LA office.
- A:** Great. And Candace Silvers? Do we have Candace?
- C:** Yes, I'm here.
- A:** Alright. Candace, do you mind introducing yourself briefly?
- C:** Certainly. I'm the deputy chief of marketing in San Francisco and I've been overseeing all of our marketing efforts related to the Ecks project here on the west coast.
- A:** Thank you Candace. And I would like to introduce a newer member who's joining us today. Some of you may know him already. David Keel. David are you there?
- D:** I'm here, Adam.
- A:** As many of you know David recently took charge of marketing in Europe. Ok, let's get started.



Introducing Yourself	Introducing Others
This is _____ in _____. <i>Name location</i>	Let me / I'd like to introduce _____. <i>Name</i>
I'm _____. <i>job title</i>	_____ is _____. <i>Name job title</i>
I'm handling / in charge of _____. <i>duty / project</i>	_____ is handling / in charge of _____. <i>Name duty / project</i>

## Practice

Practice with your classmates. Take turns introducing yourself and the others in your group.



# Teleconferences – Introductions

## General Lesson Plan

### Topical warm-up conversation (choose one or more)

- How do you usually start a conference call or teleconference?
- What experience do you have opening a conference call or teleconference?

5 - 10 min

### Needs analysis / Feedback

Teacher notes down key patterns / phrases from the students' speaking and gives brief error correction, drill, or pattern reinforcement.

### Thinking

Have students predict and share their ideas for how to start a conference call.

5 - 10 min

### Listening

Listen to the conversation. Students write down what they hear.

How did the speakers introduce themselves?  
What information did they give?

5 - 10 min

### Reading

Check the meaning of the conversation. It's not important to understand the whole thing. Make sure students understand the key phrases listed below the conversation.

5 - 10 min

### Practice

Have students practice opening a conference call with their names, job titles, and responsibilities.

5 - 10 min

### Helpful hint:

Keep introductions short. No one wants to hear your life history or your entire resume at the start of the call and no one cares about your hobbies. The target language for both levels is the same here. The lower-level students I've worked with find this appropriate new language, and the higher level students have room for fine tuning depending on their positions and industries.