



After this lesson, you should be able to:

- **introduce yourself and your job to others.**





Warm-up (2 mins)



Do you remember the first day of your work? How did you introduce yourself to others?

How did you greet ...

- the one who welcomed you?
- colleagues from your department?





Setting & Conversation (9 mins)



Setting (1 min)

Today is Emma's first day at Orange Telecom Company as an engineer. How will she greet Linda, the assistant from the HR Department and her colleague Joseph from the Engineering Department?



Linda: Welcome to our company.



Joseph: I am Joseph from the Engineering Department.

Let's find out what will happen next in this conversation.

Conversation (2 parts, 8 mins)

(Emma meets her first colleague Linda at the reception.)

Emma: Hi, I am Emma. It is my first day here. Do you know where I can **report to work**?

Linda: Here. I am Linda, the **HR assistant**. Welcome. Please follow me to complete your **new hire process** first.

Emma: Many thanks. It is nice to meet you.

Linda: Same here. Which department are you in?

Emma: The Engineering Department. I am an engineer.

Linda: Congratulations. Please **fill out** this form.

Emma: Thank you. Let me see ... Okay, I am done. Would you please check it?

Linda: Perfect. Your colleague Joseph will **come over** and introduce you to the department. Please wait for a moment.



The steps to report to work

- 1.
- 2.

(Joseph picks up Emma at the meeting room and leads her to the Engineering Department.)

Joseph: Hi, I am Joseph.

Emma: Glad to meet you, Joseph. My name is Emma.

Joseph: This way, please. The Engineering Department is on the third floor.
Are you ready for your first day of work?

Emma: Yes. I feel very excited about my new job. Are we on the same team?

Joseph: Yes, we are. If you need any help, please let me know. I will introduce you to everyone.
Hi there, this is our **newcomer**, Emma.

Emma: Thanks. Hello, I am Emma. I have been an engineer for 4 years. I **can't wait to** start my work and **get to know** each of you.



How does Emma introduce herself to her colleagues?



Language Focus (4 mins)



Choose the best response from a-d to 1-4 and read them one by one.

1. Which department do you work for?
2. Today is my first day. I was told to report to work here.
3. We are happy to have you.
4. I don't know anyone here.

- a. Welcome. Please fill out this form first.
- b. Come over. Let me introduce you to everyone at this department.
- c. I feel so good joining the team and getting to know everyone.
- d. I work for the HR Department. I'm an assistant.

Useful phrases:

report to work
fill out
come over
can't wait to
get to know

More expressions:

HR assistant
new hire process
newcomer



Practice (6 mins)



Make a conversation with your teacher according to the role card below.

Student's Role Card

Name: Andrew

Job: A new travel agent at Cassa Company.

Andrew is a newcomer at Cassa Company. He needs to report to work with Dora. Then he needs to greet his colleagues and introduce himself to Jess.

Teacher's Role Card 1

Name: Dora

Job: HR Assistant

Dora needs to help Andrew report to work.

Teacher's Role Card 2

Name: Jess

Job: Travel agent

Jess needs to welcome Andrew and introduce him to the department.



Wrap-up (2 mins)



Read the sentences in the graph to review how to greet your colleagues on the first day of your work.

New employee

Good morning.
Today is my first day here.

Where can I report to work?

The Finance Department.

I am happy to work here.

Colleagues

Welcome to our company.

You can report to work here.
Which department are you in?

Please complete your new hire
process first.

Let me introduce you to everyone.