



AUDIO & VIDEO

- ✓ Learn over 1,000 useful social English words and expressions!
- ✓ Over 30 topics to help you speak better English!
- ✓ exercises to check your progress!
- ✓ Top tips to improve your communication skills!
- ✓ videos and audio files to improve your listening skills!

This book for intermediate to advanced-level students will really improve your ability to socialise in English. You will learn to speak in lots of typical social situations, and increase your confidence and level.

PRACTISE ENGLISH CONVERSATIONS!

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Learn better English for your future!
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BUSINESS SKILLS SOCIALISING IN ENGLISH

This book will help you learn the words and expressions you need to speak in social situations with business colleagues.

- Improve your listening and pronunciation skills!
- See how the language is used by native English speakers.
- Find out how to follow a conversation, engage in small talk and make a great first impression... among many, many other things.



There are five key features to this book

1

Key language

The language in these booklets has been carefully selected so you'll only learn the most important words and expressions.

2

Images

The photos and illustrations will help you understand the language by creating an association between the images and the language.

3

Useful advice

Our top tips will give you lots of ideas on how to really make an impression or succeed in the world of business.

4

Definitions

The English-language definitions of the key terms and expressions will help you to start thinking in English.

5

Exercises

The exercises will allow you to check your comprehension of the main topics, and test your understanding of any new language or vocabulary.

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Good luck!
And we hope you enjoy learning lots of English with this booklet.

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SOCIALISING IN ENGLISH

Answers on page 77

Objective To learn how to start a conversation in English

Speech bubbles

Complete the sentences (1 to 7) with the words from below.

from in card address join coming welcome

1. We're playing squash tonight. Do you fancy _____ along?



2. We're going for a drink after work. You're _____ to join us if you want.



3. What's your e-mail _____ ?



4. We're going to get something to eat. Do you want to _____ us?



5. Have you got a business _____ ?



6. So, what part of the world are you _____ ?



7. Is this your first time _____ Shanghai?



Think about it!

When was the last time you met someone new? Where were they from? What did you talk about? Do you ever socialise with your work colleagues or friends from college / university? What do you do? Do you go out with friends very often? Where do you go? What do you like to do when you meet up with members of your family?



Where to socialise!

What are some of the typical places where people socialise, chat or make small talk? Think of as many as you can. Then, compare your ideas with the ones below.

Places to socialise

in an airport waiting lounge, by the water cooler at the office, in a hotel reception, at a bus stop, in a museum, in a lift (elevator), in a hair salon, at a business lunch, waiting for a meeting, travelling in a taxi through a new city, at a party, in a football stadium, at the opening party for an art exhibition, at a pub, having a coffee in a bar. Other?

HOW TO INTRODUCE YOURSELF

Answers on page 77

Objective To learn how to introduce yourself in English

Think about it When was the last time you had to introduce yourself? Who were you talking to? What are some polite ways to introduce yourself to people in your language? What do you usually say to friends when you see them after a short period of time? How do you greet them? What about friends you haven't seen for a long time? What do you say or do?



When listening to a conversation you won't understand every word the people say. So, listen out for the key words – the most important words in the conversation: the nouns, verbs, adjectives, etc. Then, use your intuition to guess what people are saying.

1 Pre-listening

For each of the situations below, say how you'd greet the person and what you'd say to them in the first minute of conversation.

1. A good friend you've just met in the street.
2. Someone you've met for the first time in an internet café.
3. A friend you bump into on the train who you haven't seen for six years.
4. Someone who you've just been introduced to at a party.

2 Listening I

You're going to listen to four mini-conversations. Listen once to compare your ideas from the Pre-listening activity. Did they say any of the things you thought of?

3 Listening II

Listen again. Then, answer the questions.

Conversation I

1. What does Jack hope he's done?
2. What does Ben suggest doing?

Conversation II

3. How long has Jessica been there?
4. What did Alex do in the north?

Conversation III

5. How long is it since they last saw each other?
6. What has Sandra just done?

Conversation IV

7. When did John and Mark first meet?
8. How long did Jane work with John for in London?

4 Useful language

Complete the mini-dialogues with the correct words.

A: How do you do? (1) _____ Brian Conrad.

B: How do you do? Alexandra Scott. (2) _____ to meet you.

A: Good morning, I'm Jack Smith from Numan PLC.

B: How do you (3) _____? Pleased to meet you.

A: How do you do? I'm Elliot Smith from GHT.

B: Nice to (4) _____ you, Mr Smith.

A: Hello, my (5) _____ is John.

B: I'm Abbie Nichols. Pleased to meet you.

A: Pleased to meet you

A: So, have you been here (6) _____ long?

B: About six months now.

A: So, how long have you and Pete (7) _____ each other?

B: For about three years.

A: I haven't (8) _____ you for ages.

B: Yeah, it's been a while.

SOCIALISING

Complete the sentences with the words you hear.

1



Have a chat

If you “have a chat” with someone, you talk to them in a friendly, informal way about things that aren’t really important.
 “We had a chat with Pete in that bar you _____.”

2



Go out for a drink

If you “go out for a drink” with someone, you go to a bar, café, etc. and have a drink with them.
 “We went out for a drink last night and didn’t get home till about three in the _____.”

3



Break the ice

If you “break the ice”, you do or say something to make a situation less tense and more relaxed.
 “I thought a funny joke might break the ice, but it only made things _____.”

4



Look familiar (a person)

If someone “looks familiar”, you think you recognise them, but you aren’t entirely sure.
 “His face looks familiar, but I can’t recall where we first _____.”

5



Ring a bell (a name)

If someone’s name “rings a bell”, you think you recognise it, but you aren’t sure.
 “Her name rings a bell, but I can’t _____ where we first met.”

6



Have a lot in common

If you “have a lot in common” with someone, you’ve been to the same places, you like the same things, you know the same people, etc.
 “After about half-an-hour of chatting to her, I soon realised that we had quite a lot in _____.”

7



Mutual friend

If friends A and B have a “mutual friend” (C), A and B both know C, although A, B and C have never been together at the same time.
 “I think we’ve got a mutual friend. You _____ Charles, don’t you?”

8



Get to know someone

If you “get to know someone”, you start learning things about them and discovering what they’re like.
 “After spending a week together at the _____, we got to know each other quite well.”

9



Not have a clue who someone is

If you “haven’t got a clue who someone is”, you really can’t remember who they are, and you aren’t even sure if you’ve met before.
 “I haven’t got a clue who she is. In fact, I don’t even think we’ve met _____.”

10



Put your foot in it

If you “put your foot in it”, you do or say something silly.
 “I put my foot in it when I said I hated the restaurant – I never knew it was his mum’s restaurant and his dad was the _____.”