

INTRODUCING PEOPLE

(Adapted from: Štěpánek, L., deHaaff, J.: *Akademická angličtina*, Grada, Praha, 2018)

Read the dialogues below and decide which form of introducing would be appropriate for small talk in formal (F) or informal (I) situations.

1)

A: Oh, Doctor Fischer, have you met my colleague, Ms Carraro? Doctor Fisher is the Head of our Department. Ms Carraro is the Director of the Office of International Studies in Padova.

B: Hello, Ms Carraro, pleased to meet you.

C: Hello, Doctor Fischer, very nice to meet you too.

2)

A: Professor Colwell, there's someone I'd like you to meet, it's Mr Sanz. Mr Sanz is our National Contact Point in Spain. Professor Colwell is responsible for the UK section.

B: Hello, Mr Sanz, it's a pleasure to meet you.

C: The pleasure is mine.

3)

A: Hi, this is Garry. Garry, it's Eva. Garry is the crazy guy I met in Morocco last year. Eva studies Law and is Mark's best friend.

B: Hi. How're you?

C: Hi.

4)

A: Anybody going to introduce me?

B: Sure. This is Andrea, my room mate. And here's Clara, Steve and Johann, we all met at Erasmus in Barcelona.

A: Hi guys!

C,S,J: Hi!

5)

A: Hello, excuse me ... I'm sorry, I don't mean to interrupt ... I just wanted to introduce myself, I'm Bob Font from the University Press.

B: Oh, hello, nice to meet you. I don't believe we've met before.

A: No, no we haven't. I saw your presentation this morning and I think it is great what you are doing and I just wanted to know if I could ask some questions.

6)

A: Good evening, Mr Siddall, isn't it?

B: That's right, yes, hello.

A: Hi, it's a very nice party you have put on here.

B: Oh, well, glad you're enjoying it!

A: I don't think we've actually met formally yet.

B: No, no I don't think we have.

A: My name's Linda Osborne and I work in our Research and Development Office.

7)

A: Sally, I think you've met Mr Lomell.

B: No, I haven't actually.

A: OK, Mr Lomell is the colleague from Birmingham I told you about. They've been doing more or less the same as us, you know the OPAL Project. Sally is my colleague, Sally is responsible for the quality assurance management.

L: Hi, nice to meet you. And, call me Mark.

S: Hi, Mark. Nice to meet you.

SMALL TALK

I'm being quiet now. That means it's your turn to talk. – I'm trying to think of what to say.
(Cagney & Lacey, 1982)

Task: Match the phrases with their turn taking functions.

- 1) Stating an opinion
- 2) Asking for an opinion
- 3) Agreeing with an argument
- 4) Offering an alternative
- 5) Clarifying
- 6) Requests to repeat
- 7) Finishing a discussion

a)

Sorry, I didn't get that.
Pardon me, you were saying what?
What was that she said?

b)

Of course.
I agree completely.
You're absolutely right.

c)

Personally I think it is obvious.
In my experience, this has never been easy.
Well, speaking for myself, I would not do it.

d)

Sorry, I am afraid, we should be going now as the sessions are about to start.
Oh, we could have something to eat now.
Excuse me for a sec, there's a colleague of mine I need to talk to and I do not want to miss him.

e)

Well? What do you think?
Isn't that true?
How would you react?

f)

No, no, what I said was just the opposite.
Well, I am afraid I have been misunderstood.
Yes, but I was only referring to that particular case.

g)

On the other hand, it does not have to be that straightforward.
OK, but when I come to think of it, there could be some different solutions, too.
Actually, now that I've thought about it more, I wouldn't say it is the only way they could proceed.