FOCUS Personal information

What's your/his/her name? When did you arrive?

Where are you from? Are you (American)?

Check it out How's your English?

> **Pronunciation** practice

Complete your personal details.	
First name	Family name
Address	
	State
Country	
	Cellphone
E-mail	Date of birth
Nationality	

Focus on the personal information.

A

Communication: listening and speaking



- **V:** Good morning.
- **B:** Good morning. Can I help you?
- **V:** Yes. I have an appointment.
- **B:** What's your name?
- V: Milton. Daniel Milton. Here's my card.
- **B:** Oh, thank you. Who is it with, Mr Milton?
- V: With Marcela Nobre.
- B: Oh, just a minute... Oh, I'm afraid there's a problem.
- V: A problem?
- B: Yes, I'm afraid Marcela isn't here today.
- V: Not here?
- **B:** No. She's on a business trip.
- V: Well, when will she be back?
- **B:** I'm not sure. But her assistant is here.
- V: OK. What's her name?
- **B:** No, his name! Her assistant is Vicente Santos.
- V: OK, thanks!





- V: Hello.
- **B:** Hi. Are you the new intern?
- V: Yes, I am. I'm here for six weeks.
- **B:** Welcome! What's your name?
- **V:** Oh, sorry. Fiona. Fiona Cameron. And you?
- **B:** Hi, Fiona. I'm Andre. Where are you from?
- V: From Aberdeen.
- B: Where's that?
- V: It's in Scotland.
- **B:** Oh of course. So you are Scottish.
- V: No, actually! I'm English. But I live in Scotland.
- **B:** Oh, I see. When did you arrive here?
- V: At the weekend.
- **B:** So you are new! What can I do to help?
- V: Well...

Role-play one of the conversations.

Choose the correct phrases to complete the phone conversation. Add the final line. an appointment a problem my card time your name V: I have ______ with Ms Caetano. B: What's _____ V: Gibson, Charles Gibson. Here's _____ B: What ______ is your appointment? V: At 3.30. B: OK, Mr Gibson. Oh, there's _____

Language back-up

Question words

What...? When...?

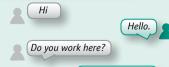
Where...?

Which...? Who ...?

Why...? How...?

Socializing spot

V: Oh, no!



(Yes, I do. And you?)

No, I'm a visitor. And you?

Now I can...

- Exchange personal information.
- Ask for further information.
- Understand detailed information.

For next time...

How many foreign people do you know? Why are they here? What are they doing? Bring this to the next lesson.

8 Lesson 1: Names and greetings

Lesson 1: Names and greetings **9**