Meeting and Introducing People

B1-PLUS · Functional English · WORKSHEET

Name: _____ Date: _____

1. Choose the best sentence.

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1. Meeting a stranger at an event:
   Choices: Hi, I don’t think we’ve met. I’m Laura. / Hi, I present myself, Laura. / You are who? I am Laura.

   Answer: _____

2. Introducing a colleague formally:
   Choices: Let me introduce you to my colleague, Ana. / I introduce you my colleague Ana. / Look, my colleague Ana.

   Answer: _____

3. Helping them start talking:
   Choices: Ana also loves cycling, like you. / Ana is cycling, you cycling. / Talk now together.

   Answer: _____

4. Starting small talk:
   Choices: How do you two know each other? / How you two knowing each other? / What do you two know?

   Answer: _____

2. Complete the introduction.

Write one word.

1. Let me ___ you to my manager, Dr. Silva.

2. Hi, I don’t think we’ve ___. I’m Pablo.

3. Ana, this ___ Carlos. He works in finance.

4. Nice to ___ you.

3. Write the introduction.

Write what you would say.

1. Introduce yourself to a new colleague.

3. Write the introduction. (continued)

2. Introduce two people to each other.

3. Write a question to start a conversation.