A background image showing a business meeting. Two people are seated at a table, looking at tablets displaying bar charts. There are papers, a coffee cup, and a laptop on the table. The scene is brightly lit, suggesting an office environment.

# **NEW BUSINESS ENGLISH 4**

**Unit 1 Lesson 2**  
**Meeting New Colleagues**



# Review

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Assume that you are applying for a position as a legal adviser. You are going to meet the HR assistant.

## *Requirements:*

- *Greet the HR assistant and introduce yourself.*
- *Express your loyalty to your work.*



# LEARNING GOALS

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- ◆ Describing Positions
- ◆ Talking About Past Work Experience



# Situational Dialogue

▶ Kenzo meets his new colleagues.

Jia Chen



Kenzo Hara



Jordan Brett



Selena Leroy





Morning, team. We have a new member starting today, Kenzo Hara. He's our new account executive.

Hello, everyone.  
Pleased to meet you all.

Welcome, Kenzo.  
I'm Jordan Brett.  
I'm an account manager.





Hello, Kenzo. I'm Selena Leroy, an account executive. What did you do before joining us?

I worked as a marketing assistant in my previous company.

It's great to have you here, Kenzo.

Thank you. I'm looking forward to working with you all.



# Key Vocabulary

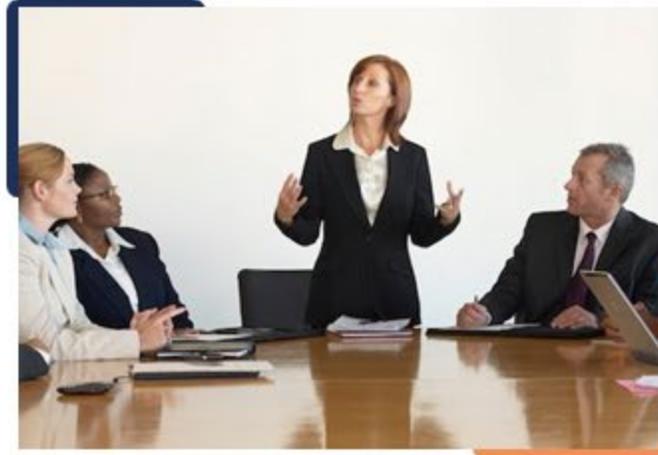
Learn the new words and answer the questions.



## colleague

*(n.) a person you work with, especially in a professional job*

e.g. My **colleagues** are friendly. I enjoy working with them.



## executive

*(n.) a person who has a managing or directing role in a business*

e.g. The company's **executives** are having a meeting.



marketing  
manager

marketing  
assistant

## assistant

*(n.) a person who helps the managers in their work*

e.g. My marketing **assistant** helped a lot with this plan.

## Dialogue Review

Have a role play and answer the questions.



*Kenzo meets his new **colleagues**.*

**Ms. Chen:** Morning, team. We have a new member starting today, Kenzo Hara. He's our new account executive.

**Kenzo:** Hello, everyone. Pleased to meet you all.

**Jordan:** Welcome, Kenzo. I'm Jordan Brett. I'm an account manager.

**Selena:** Hello, Kenzo. I'm Selena Leroy, an account **executive**.

What did you do before joining us?

**Kenzo:** I worked as a marketing **assistant** in my previous company.

**Selena:** It's great to have you here, Kenzo.

**Kenzo:** Thank you. I'm looking forward to working with you all.



Let's check the learning goals!



*Kenzo meets his new colleagues.*

**Ms. Chen:** Morning, team. We have a new member starting today, Kenzo Hara. He's our new account executive.

**Kenzo:** Hello, everyone. Pleased to meet you all.



**1. Describing Positions**

**Jordan:** Welcome, Kenzo. ***I'm Jordan Brett. I'm an account manager.***

**Selena:** Hello, Kenzo. ***I'm Selena Leroy, an account executive.***

What did you do before joining us?

**Kenzo:** ***I worked as a marketing assistant in my previous company.***

**Selena:** It's great to have you here, Kenzo.  **2. Talking About Past Work Experience**

**Kenzo:** Thank you. I'm looking forward to working with you all.

# Learning Goals

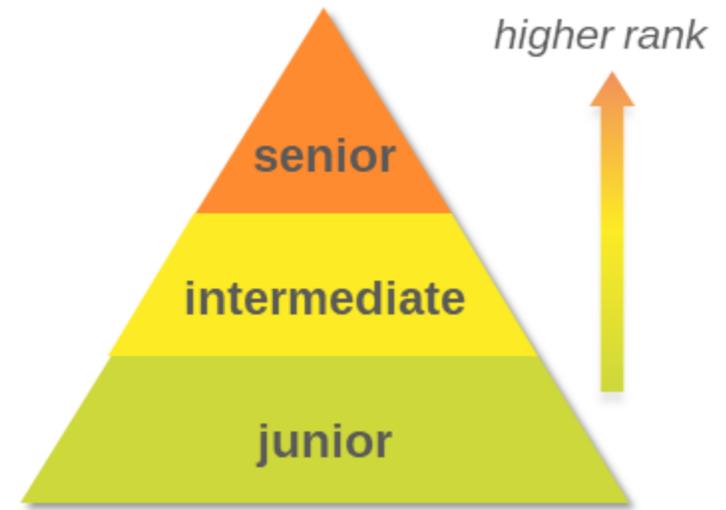
Learn the key expressions and sentence structures.

## ∴ Describing Positions

- **I'm a/ the** *(position)* **of** *(company/ department/ office)*.
- **I work as a** *(position)*.

Example sentences:

- I am the director of the HR department.
- I am the HR manager of TL company.
- I work as a senior account executive.



adjectives for describing ranks

*Can you describe your position in your company?*

## Learning Goals

Learn the key expressions and sentence structures.

### ∴ Talking About Past Work Experience

- **I was at the** *(position)* **of** *(company/ department/ office)*.
- **I worked as a** *(position)*.

Example sentences:

- I was a trainer in my last department.
- I worked as a marketing assistant in my previous company.
- I worked as a part-time teacher.

#### You can also use:

- **used to be ...**

e.g. I used to be a dentist.

- **held the position of ...**

e.g. I held the position of manager in my last job.

*Can you describe your past work experience?*

# Semi-open Dialogue

Please read the situation below and have a role play with your teacher.

**Scenario:** The marketing team has a new member. Introduce yourself, describe your position, and ask the new employee about his previous job experience.



∴ You can refer to the following key expressions:

- Welcome to the team, (name of new colleague).
- I'm (name), a/ the (position) of the (company/ department/ office).
- I work as a (position).

Learn who to introduce first depending on rank.

## ⋮ How to Introduce Two People at Work

1. Introduce the junior person to the senior.
2. Introduce the senior person to the junior.

### Example:

**“Mr. Thompson, may I introduce Robert? Robert is our new editor.**

**Robert, this is Mr. Thompson. He is our marketing manager.”**



1. Have you ever had to introduce two people at work?
2. Who did you introduce first?

# Overview

## Keywords and expressions:

*colleague/ executive/ assistant*

*I'm a/ the (position) of the (company/ department/ office).  
I work as a (position).*

*I was a/ the (position) in (company/ department/ office).  
I worked as a (position).*

