

A background image showing a top-down view of several people's hands stacked together in a circle on a wooden conference table. The hands are of various skin tones, representing diversity. Some people are wearing watches. The image is partially covered by a large yellow and blue geometric overlay.

NEW BUSINESS ENGLISH 5

Lesson 1

Talking About Yourself



LEARNING GOALS

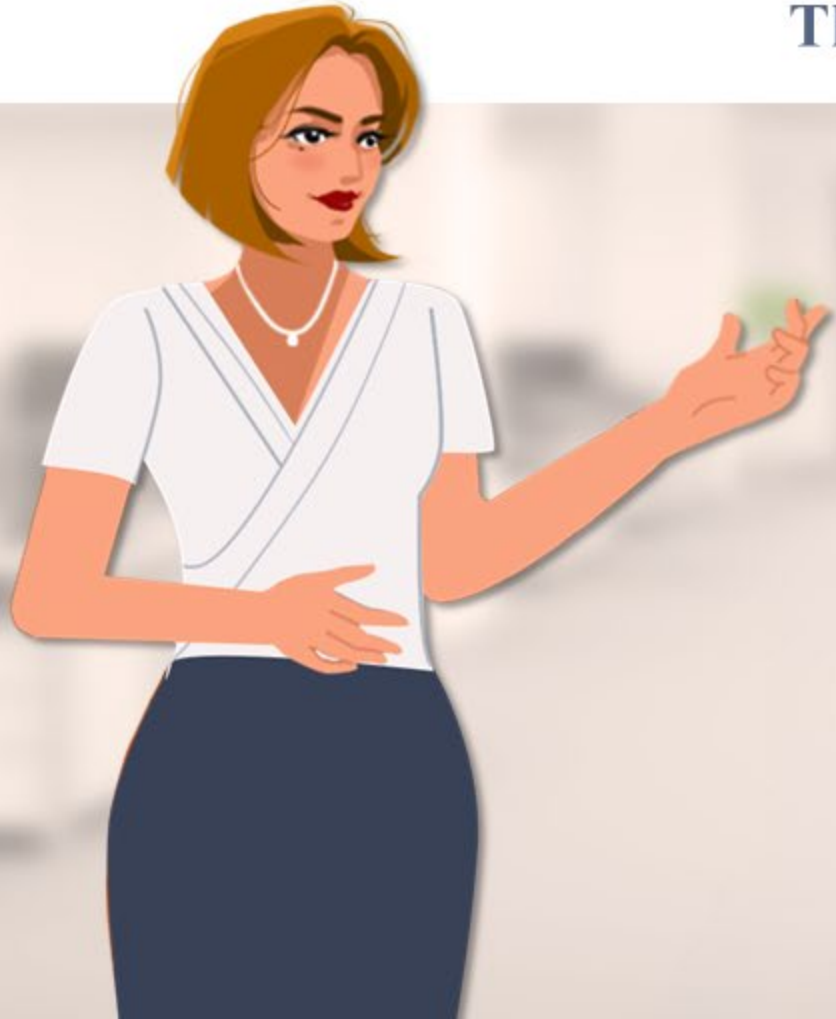
- ◆ Introducing Yourself Briefly



What would you say?

Scenario: You are now applying for a new position.

The HR officer is asking an interview question.



**To start, could you
tell me something
about yourself?**

Situational Dialogue



Robert Phillips is applying for the position of a media buyer.
Here is his panel job interview with Dawn Brooke and Bruce Fisher.

Dawn Brooke

Bruce Fisher

Robert Phillips






Robert Phillips?
I'm Dawn Brooke.
Pleased to meet you.

Pleased to meet
you too, Ms. Brooke!






To start, could you tell me something about yourself?

I've been working in advertising for 6 years since I completed my master's degree in marketing and advertising.





I've worked in a variety of roles in different companies, which helped me gain extensive experience. I'm quite skillful in media platform selection and media strategy.

That's indeed very impressive.



Key Vocabulary

Learn the new words and answer the questions.



master's degree

(n.) a degree that is given after years of additional study following a bachelor's degree

e.g. It took 2 years to finish my **master's degree** in education.



extensive

(adj.) very large in size or quantity

e.g. He has **extensive** knowledge of programming.



skillful

(adj.) having or showing skill

e.g. My coworker can play different instruments. He is a **skillful** musician.

Dialogue Review

Have a role play and answer the questions.



*Robert Phillips is applying for the position of a media buyer.
Here is his panel job interview with Dawn Brooke and Bruce Fisher.*

Dawn: Robert Phillips? I'm Dawn Brooke. Pleased to meet you.

Robert: Pleased to meet you too, Ms. Brooke!

Dawn: To start, could you tell me something about yourself?

Robert: I've been working in advertising for 6 years since I completed my **master's degree** in marketing and advertising. I've worked in a variety of roles in different companies, which helped me gain **extensive** experience. I'm quite **skillful** in media platform selection and media strategy.

Dawn: That's indeed very impressive.

Let's check the learning goal!



*Robert Phillips is applying for the position of a media buyer.
Here is his panel job interview with Dawn Brooke and Bruce Fisher.*

Dawn: Robert Phillips? I'm Dawn Brooke. Pleased to meet you.

Robert: Pleased to meet you too, Ms. Brooke!

Dawn: To start, could you tell me something about yourself?

Robert: **I've been working in advertising for 6 years since I completed my master's degree in marketing and advertising. I've worked in a variety of roles in different companies, which helped me gain extensive experience. I'm quite skillful in media platform selection and media strategy.**

Dawn: That's indeed very impressive.



1. Introducing Yourself Briefly

Learning Goals

Learn the key expressions and sentence structures.

∴ Introducing Yourself Briefly

- I completed/ finished a degree in + (major).
- I have worked in/ been working in + (industry/place) for + (time period).
- I have been (position) for + (time period).
- I am + (adjective) + (noun).

Example sentences:

- I completed a degree in business management at Stanford University.
- I have been a software engineer for 10 years.
- I am an exceptional communicator.



How would you describe yourself briefly?

Learning Goals

Learn the difference in usage and structure of the two tenses.

∴ Introducing Yourself Briefly - Tenses

1. Present Perfect

have + past participle

a finished action has an effect/impact
on a present situation

Example sentences:

- I **have finished** a degree in marketing.
(so I am qualified for this position)
- I've **been** a team leader of 10 for three years,
which helped me gain leadership skills.

2. Present Perfect Continuous

have been + V-ing

an action started in the past and
is continuing now

Example sentences:

- I **have been working** as a writer for 3 years.
- I **have been studying** for a Ph.D. in biology.
- I **have been taking** extra courses to improve
my skills.



How would you describe your past working experience?

Semi-open Dialogue

Have a role play.

Scenario: Imagine you are now applying for a new position in a new company. Please introduce yourself briefly.



∴ You can refer to the following key expressions:

- **Educational Background** - I completed/ finished a degree in + (major).
- **Industry and Time period** - I have worked in/ been working in ... for ...
- **Previous Position** - I have been (position) for + (time period).
- **Knowledge and Skills** - I am quite skillful in ...

∴ The Psychology of First Impressions

Studies say people form their first impression of someone within the first **7 seconds** of meeting them.



handshake

A firm handshake for no longer than 2 seconds gives the impression of **confidence**.



eye contact

Those who make eye contact while speaking are perceived to be more **intelligent**.



appearance

55% of first impressions are based on appearance. So **dress your best**.



How can you give a good first impression during a job interview?

Overview

Keywords and expressions:

master's degree/ extensive/ skillful

I completed/ finished a degree in + (major).

I have worked in/ been working in + (industry/ place) for + (time period).

I have been (position) for + (time period).

I am + (adjective) + (noun).

