

Meeting the Team

Workplace Training English | Lesson 3 of 6 | Level: A2 | Student Worksheet

1. Vocabulary

Match each word with its meaning. Write the correct letter next to each word.

Word	Meaning
1. colleague	_____
2. department	_____
3. job title	_____
4. team	_____
5. manager	_____
6. introduce	_____

- a) a group of people who work together
- b) to tell people someone's name for the first time
- c) a person you work with
- d) a person who leads a team
- e) the name of your job or position
- f) a part of a company that does one type of work

2. Reading in Context

Read the dialogue. Then circle True or False.

Sam: Mia, this is Priya. She works in the Marketing department.

Mia: Nice to meet you, Priya.

Priya: Nice to meet you too. What's your job title?

Mia: I'm a Customer Support Assistant.

Priya: Welcome to the team!

Sam: And this is Jake. He's in the Finance department.

Jake: Hi Mia! How long have you worked here?

Mia: This is my first week.

Sam: Come on, let's introduce you to your manager, Anna.

- 1. Priya works in Marketing. True / False
- 2. Mia is a Customer Support Assistant. True / False
- 3. Jake works in Marketing. True / False
- 4. Mia has worked here for a long time. True / False
- 5. Sam introduces Mia to her manager. True / False

3. Language Focus: Introductions

Circle the best answer to each question.

1. You meet a new colleague for the first time. What do you say?

- a) It's on the third floor. b) Nice to meet you. c) I'm a customer.

2. You want to introduce two people. What do you say?

- a) Where is...? b) How do I get to...? c) This is...

3. Someone asks your job title. What do you say?

- a) I'm a... b) I have a... c) I go to...

4. You want to know how long someone has worked somewhere. What do you ask?

- a) Where do you work? b) What time is it? c) How long have you worked here?

5. Someone introduces you to their manager. What do you say?

- a) Goodbye. b) Nice to meet you. c) I'm lost.

4. Conversation Practice

Complete the dialogue. Write the correct word in each gap.

Word bank: manager, Assistant, Marketing, week, Finance, job title

1. She works in the ____ department.
2. What's your ____?
3. I'm a Customer Support ____.
4. He's in the ____ department.
5. This is my first ____.
6. Let's introduce you to your ____, Anna.

5. Error Correction

Each sentence has a mistake. Write the correct sentence.

1. **Incorrect:** She work in Marketing.

Correction: _____

2. **Incorrect:** What is your job titles?

Correction: _____

3. **Incorrect:** He are in Finance.

Correction: _____

4. **Incorrect:** How long you have worked here?

Correction: _____

5. **Incorrect:** Nice to meeting you.

Correction: _____

6. Listening

Listen to the recording in the online lesson (or ask your teacher to read the text aloud). Then circle True or False.

1. Priya works in Marketing. True / False
2. Jake works in Marketing. True / False
3. It was Mia's first week. True / False
4. Sam introduced Mia to her manager. True / False
5. Mia had a bad day. True / False

Meeting the Team — Answer Key

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1. Vocabulary

1-c, 2-f, 3-e, 4-a, 5-d, 6-b

2. Reading in Context

1. True
2. True
3. False
4. False
5. True

3. Language Focus

1. b) Nice to meet you.
2. c) This is...
3. a) I'm a...
4. c) How long have you worked here?
5. b) Nice to meet you.

4. Conversation Practice

1. Marketing
2. job title
3. Assistant
4. Finance
5. week
6. manager

5. Error Correction

1. She works in Marketing.
2. What is your job title?
3. He is in Finance.
4. How long have you worked here?
5. Nice to meet you.

6. Listening

Listening script: Hi! Today I met two new colleagues. Priya works in the Marketing department. She was very friendly. Jake works in the Finance department. He asked me how long I have worked here. I said it was my first week. After that, Sam introduced me to my manager, Anna. It was a great day!

1. True
2. False
3. True
4. True
5. False