

Taylor's Business English Podcast

Episode 3 - First Meetings

In the role play I work for a training company and I have a meeting with John at his company to inform him about our products and services and hopefully to sell him something. But first I meet the receptionist.

B Hello Sir.

A Hi. **I'm here to meet William Jones.** I have an appointment for 10 o'clock.

B OK. I'll call him and ask him to come to meet you. Hang on a moment please. *Hello is that Mr Wyke? You have a visitor here for his 10 o'clock appointment..... right. Ok.*

Take a seat he'll be here in a minute.

A Thanks

C Hello Daniel. **Nice to meet you.**

A Sorry I'm a bit early.

C No problem

A **Thank you for seeing me** William.

C It's a pleasure. **Would you like to follow me** to one of our meeting rooms?

A OK. Great.

C **Take a seat** Daniel. Is it Daniel or Dan?

A Most people call me Dan I suppose, but Daniel's fine too.

C **Did you have any trouble finding us?**

A No. You're quite easy to find. It only took me 20 minutes to get here from Aviles.

C Would you like a coffee or tea or anything?

A No thanks.

C So what is it exactly you're company does?

A We specialise in staff training and team building. Have you ever experienced problems with unmotivated employees?

C Well I suppose so sometimes...

A This might be just what you're looking for..... (fade out)

Phrases:

I'm here to meet William Jones

Nice to meet you

Thank you for seeing me

Would you like to follow me

Take a seat

Did you have any trouble finding us?