

Activity Type

Speaking Activity:
sentence completion,
role-play, asking and
answering questions,
communicative practice

Focus

Giving personal and
company information

Greeting and
introductions

Networking

Aim

To practice exchanging
personal and company
information at a
networking event.

Preparation

Make one copy of the
two-page worksheet for
each student.

If you wish, you can also,
prepare name badges for
students to wear at the
event.

Level

Intermediate (B1)

Time

40 minutes

Introduction

In this networking role-play activity, students practice exchanging personal and company information at a networking event.

Procedure

Tell the students that they are going to practice exchanging personal and company information by socialising at a networking event. Explain that the aim of the activity is to find out about people at the event in hopes of building new business partnerships or finding new customers.

Give each student a copy of the two-page worksheet. Students then complete the gap-fill text by putting a mixture of real and imaginary information in the spaces provided.

Next, review phrases for greetings and introductions with the class and elicit the questions the students may want to ask to complete the table. However, tell the students to try to be natural in their conversations and only ask questions when needed rather than conduct an interview.

Questions:

What's your name?
Where are you from?
What do you like to do in your free time?
Where do you work?
How long have you been working there?
What is your job?
Who do you work for?
What type of company is that?
What does your company do?
What do you like and dislike about your job?
What's your main achievement?
What's your ambition for the future?
What are you working on at the moment?
Why are you here today?
What are you hoping to find?

When the students are ready, they stand up and begin the role-play using the information on their worksheet to socialise with other people at the networking event.

Students note down the information of three people they speak to in the chart. However, students should try to make introductions with as many people as possible and give information about themselves and their company.

When the students have finished, have a class feedback session to find out if anyone found customers for their business or someone they could possibly build a business relationship with.

My name is

I'm from (city/country).

In my free time, I enjoy (hobbies).

I also like (something you like to do).

I've been working in (name of city/country) for
the past (number) years as a/an (job).

I work for a company called (name of company).

My company (type of company).

My company sells/provides (product/service).

I like my job because (give a reason).

However, (state something you dislike).

My main achievement at (name of company) has been

.....

My ambition is to

At the moment,

..... (state what your company is doing now).

I'm here today to (give a reason).

I hope to find people here who

I hope we can



Name			
From			
Hobbies and interests			
Place of work			
Length of time working			
Job			
Name of company			
Type of company			
Company's product or service			
Job likes and dislikes			
Main achievement			
Ambition			
Current project			
Why here?			
Find people who			
Hopes			