

Reading, writing,
listening and speaking
activity

Language Focus

Giving personal and
company information

Introductions

Networking

Aim

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

Preparation

Make one copy of the
worksheet for each
student. Also, prepare
name badges for
students to wear at the
event.

Level

Upper-intermediate

Business English

Time

40 minutes

Introduction

In this useful 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 worksheet.

Ask the students to complete the worksheet by putting a mixture of real and imaginary information in the spaces provided.

When everyone has finished, give each student a name badge and ask them to write their name, job and company on the badge.

Next, review phrases for greetings and introductions with the class.

When the students are ready to begin the role-play, have them stand up and put on their badges.

The students then use the information on their worksheet to socialise with the other people at the networking event.

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, but you can call me (first name/nickname).
I'm from (city/country). I'm (age) years old.
I've been working in (name of another 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/industry).
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
.....
At the moment,
..... (state what your company is doing now).
I'm here today to (give a reason).
In the future, I want to
My ambition is to
I'm single/married with (number) children.
In my freetime, I enjoy (hobbies).
I also like (something you like to do).

