

7 Practise this short face-to-face introduction.

A: Hi, my name's _____.

B: Hi _____, I'm _____.

A: Hello _____, pleased to meet you.

8 Practise this short introduction on the telephone.

A: Hello, _____ speaking.

B: It's _____ here. Can I speak to _____?

A: Sure. I'll just get her/him.