# SMALL





1

Scan to review worksheet

Expemo code: 19S9-X1LB-ZFHE



# Warm-up

What typical topics of conversation do people in your country talk about with strangers to be polite?

# 2 Social exchanges

Match the expressions on the left with the definitions on the right:

1.	make small talk	a.	to have a conversation about unimportant things with someone you don't know very well
2.	talk shop	b.	to start to talk with someone you don't know
3.	have a chat	c.	to talk about business with people you work with when you are not at work
4.	exchange a few words	d.	to talk to someone in a friendly, informal way
5.	strike up a conversation	e.	to talk with someone for a very short time

In pairs, describe when you last engaged in the activities above, e.g. *I exchanged a few words with our sales director after the meeting last Monday.* 

3



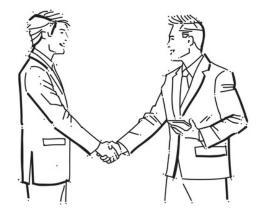
# Making conversation

## Match the following conversation openers with the responses on the right:

- 1. Haven't we met somewhere before?
- 2. Mind if I join you?
- 3. How do you like our new location?
- 4. How are you enjoying the conference?
- 5. What are you having?
- 6. Daniel, long time no see. It must be 6 years or so.
- 7. Do you two know each other?

- a. I've found it very practical so far. I can't wait to implement some of the ideas that have been discussed.
- b. Not at all. Be my guest.
- c. That's right. It's good to see you again. You haven't changed a bit.
- d. Well, it's certainly a nice change. I see you have a splendid view of the cathedral from your conference room.
- e. Whatever you're having is fine.
- f. Yes, I think so. I can't quite remember where though.
- g. Yes, we're old colleagues. We go back about seven years.





Match the openers and responses to the situations below. Listen to check you answers.

- a. introducing yourself to someone you think you have met before
- b. greeting someone you already know
- c. asking if you can sit with someone
- d. making small talk (x3)
- e. offering someone a drink at a bar or restaurant

Now listen again and complete the rest of the mini dialogues:

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#### Dialogue 1

- A: A\_\_\_\_\_, my name's Helen Rice, from Global Training Solutions.
- **B:** Oh r\_\_\_\_\_, it was probably at the management skills development conference in London last year. How do you do. I'm Susan Clarke.

#### Dialogue 2

- A: Wonderful canteen you have here.
- B: Yes, we do. I s\_\_\_\_\_ you've ordered the mushroom soup. G\_\_\_\_\_ c

#### Dialogue 3

A: Yes, it c\_\_\_\_\_ b\_\_\_\_\_ all those grey apartment blocks that surrounded our previous headquarters. W\_\_\_\_\_\_ are you located?

#### **Dialogue 4**

A: Yes, we've c\_\_\_\_\_ had our f\_\_\_\_\_ share of marketing experts today. T \_\_\_\_\_ of marketing, how's your new campaign c\_\_\_\_\_ along?

#### Dialogue 5

A: Right. Two beers i\_\_\_\_\_ is t\_\_\_\_\_.

#### **Dialogue 6**

- A: Neither h\_\_\_\_\_ you. I'm t\_\_\_\_\_ that you are now the regional manager.
- **B:** Yes, that's right. It's quite a challenge, you know.
- A: I bet!

## **Dialogue 7**

C: Actually it's m\_\_\_\_\_ light. We first started working together during the company merger.





#### Making small talk 4

Complete the table below with words and expressions from the dialogue extracts on Page 3:

Asking questions:	Whereabouts are you located?
Changing the topic:	anyway
Using background knowledge:	I'm told that

## Which categories do the following expressions belong to?

By the way, I understand that What are your plans for the summer break? I hear that When was the last time you visited this city?

#### 5 **Role play**

Imagine you are at a conference. Go around the class greeting and making small talk with other people using language from this lesson.