

B2

SMALL TALK & NETWORKING

MONOLOG · 4 MIN.

Introducing a Colleague to a Useful Contact · *Podcast*

Name, role, one good hook — how to introduce a colleague to a valuable contact in thirty seconds.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/introducing-a-colleague-to-a-useful-contact>

NAME

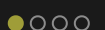
DATE

BRICK 1 · LEARN THE KEY PHRASES



Read the eight phrases with meaning and example. You will hear all of them in the episode.

ENGLISH	DEUTSCH	EXAMPLE
a useful contact	ein wertvoller Kontakt	<i>At every conference, I try to meet at least one useful contact.</i>
I'd like you to meet	Ich möchte Ihnen ... vorstellen	<i>Sarah, I'd like you to meet our new sales director.</i>
head of product	Produktleitung / Leiter(in) Produktmanagement	<i>She joined the company as head of product last year.</i>
may I introduce	darf ich ... vorstellen	<i>Mr Fischer, may I introduce our head of engineering?</i>
break the ice	das Eis brechen	<i>A question about football broke the ice at the dinner table.</i>
common ground	gemeinsame Basis / Gemeinsamkeiten	<i>They quickly found common ground: both had worked in logistics.</i>
I'll leave you two to it	Ich lasse Sie beide dann mal allein	<i>You two have a lot to discuss — I'll leave you to it.</i>
in fact	tatsächlich, genau genommen	<i>The project looks simple; in fact, it took six months.</i>





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

meet

know

see

hear

current

actually

eventual

presently

01 Herr König, I'd like you to _____ Julia Sommer, our new head of product.

02 What he meant was: our _____ best consultant.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 A good introduction includes one interesting fact about the person.

T ☐ F ☐

02 You should stay and manage the conversation after the introduction.

T ☐ F ☐

BRICK 4 · ORDER



Number the steps of the conversation (1–5).

01 ☐ Exit with "I'll leave you two to it"

02 ☐ Give your colleague's name and role

03 ☐ Step back and let them talk

04 ☐ Say the client's name first

05 ☐ Add one interesting hook

BRICK 5 · YOUR VERSION



Write two sentences of your own using phrases from Brick 1.

.....

.....

.....

MINI-CHECK – CAN I DO THIS YET?

- ☐ I can announce a delay politely.
- ☐ I can propose an alternative.
- ☐ I can promise written confirmation.

Listened twice and ticked everything? Then you are ready for the real conversation.



Cut-out flashcards

× Cut out, fold on the line – English in front, German on the back. Or practise digitally:

<https://www.englisch-lehrer.com/podcasts/introducing-a-colleague-to-a-useful-contact>

a useful contact

At every conference, I try to meet at least one useful contact.

ein wertvoller Kontakt

I'd like you to meet

Sarah, I'd like you to meet our new sales director.

ich möchte Ihnen ... vorstellen

head of product

She joined the company as head of product last year.

Produktleitung / Leiter(in) Produktmanagement

may I introduce

Mr Fischer, may I introduce our head of engineering?

darf ich ... vorstellen

break the ice

A question about football broke the ice at the dinner table.

das Eis brechen

common ground

They quickly found common ground: both had worked in logistics.

gemeinsame Basis / Gemeinsamkeiten

I'll leave you two to it

You two have a lot to discuss — I'll leave you to it.

ich lasse Sie beide dann mal allein

in fact

The project looks simple; in fact, it took six months.

tatsächlich, genau genommen

Answer key

Check only when you have finished. Every answer comes with the **why**.

BRICK 2 · FILL THE GAPS

01 **meet**

"I'd like you to meet ..." is the standard introduction phrase. "Know" would mean they already know each other.

02 **current**

False friend: the German "aktuell" is "current" (or "present") in English. "Actually" means "in fact" — and "eventual" means "final", not "eventuell".

BRICK 3 · TRUE OR FALSE?

01 **True**

True — the "hook" is exactly that: one interesting fact that starts the conversation.

02 **False**

False — step three is to step back: "The best networkers connect people and then disappear."

BRICK 4 · ORDER

01 **1.** Say the client's name first

02 **2.** Give your colleague's name and role

03 **3.** Add one interesting hook

04 **4.** Step back and let them talk

05 **5.** Exit with "I'll leave you two to it"

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

Online lessons with real teachers — English training since 2004 · Berlin · Hanover
· Online.

CALL US

+49 511 95733819