

B1

SMALL TALK & NETWORKING

DIALOG · 3 MIN.

Introducing Yourself Before a Training Session · *Podcast*

The first two minutes in the seminar room: introducing yourself, explaining your role and getting the conversation going.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/introducing-yourself-before-a-training-session>

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
I'll be running today's session	Ich leite die heutige Sitzung / das heutige Seminar	<i>Welcome everyone — I'll be running today's session on presentation skills.</i>
Help yourself to coffee	Bedienen Sie sich am Kaffee	<i>Help yourself to coffee and biscuits before we start.</i>
What do you do?	Was machen Sie beruflich? (Standardfrage)	<i>So, what do you do? — I'm an engineer at a wind energy company.</i>
inside sales	Vertriebsinnendienst	<i>She moved from inside sales to key account management.</i>
to look after	betreuen, sich kümmern um	<i>I look after our customers in Scandinavia.</i>
day-to-day work	Arbeitsalltag, tägliche Arbeit	<i>English is part of my day-to-day work.</i>
boss	Chef / Chefin, Vorgesetzte(r)	<i>My boss suggested this training course.</i>
I have to admit	ich muss zugeben	<i>I have to admit, presentations still make me nervous.</i>



BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

chef

boss

cook

chief

admit

confess myself

accept

agree

- 01 That is actually why I am here — _____ sent me. He says my English is good, but too direct my sometimes.
- 02 May I ask how the day is structured? Will there be group _____ , role plays make me a little work? I have to nervous.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

- 01 Stefan mostly looks after international customers in his job. T ☐ F ☐
- 02 The role plays will take place in front of the whole group. T ☐ F ☐

BRICK 4 · ORDER



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

- 01 ☐ Michael explains the structure of the day
- 02 ☐ Stefan describes his job in inside sales
- 03 ☐ Michael and Stefan clear up the chef/boss misunderstanding
- 04 ☐ Michael welcomes Stefan and introduces himself as the trainer
- 05 ☐ Stefan says his "chef" sent him to the training

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-yourself-before-a-training-session>

I'll be running today's session

Welcome everyone — I'll be running today's session on presentation skills.

Ich leite die heutige Sitzung / das heutige Seminar

Help yourself to coffee

Help yourself to coffee and biscuits before we start.

Bedienen Sie sich am Kaffee

What do you do?

So, what do you do? — I'm an engineer at a wind energy company.

Was machen Sie beruflich? (Standardfrage)

inside sales

She moved from inside sales to key account management.

Vertriebsinnendienst

to look after

I look after our customers in Scandinavia.

betreuen, sich kümmern um

day-to-day work

English is part of my day-to-day work.

Arbeitsalltag, tägliche Arbeit

boss

My boss suggested this training course.

Chef / Chefin, Vorgesetzte(r)

I have to admit

I have to admit, presentations still make me nervous.

ich muss zugeben

Answer key

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

BRICK 2 · FILL THE GAPS

01 **chef**

Stefan literally says "my chef sent me" — the classic false friend! English "chef" = cook. Correct would be "my boss" or "my manager". ("Chief" on its own is not your superior either.)

02 **admit**

"I have to admit" politely introduces an honest confession.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — he says he mostly looks after international customers.

02 **False**

False — Michael promises short exercises in pairs, nothing in front of the whole group.

BRICK 4 · ORDER

01 **1.** Michael welcomes Stefan and introduces himself as the trainer

02 **2.** Stefan describes his job in inside sales

03 **3.** Stefan says his "chef" sent him to the training

04 **4.** Michael and Stefan clear up the chef/boss misunderstanding

05 **5.** Michael explains the structure of the day

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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· Online.

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