

## Small-Talk For A First Meeting and Introducing Yourself

### The first things to say when you first meet

Hi, nice to meet you, I'm John (from X company)  
I'm sorry, I didn't catch your name earlier..

### Asking Where Someone is From

- Where are you from?
- I am from Beijing.
- Beijing, really, I have never been there but it is somewhere that I would really like to visit some day. **I imagine** it is a really diverse, lively city.
- Beijing, really, I visited there a few years ago with my family, we had a really nice time, the city was so diverse.
- Beijing, really, **I imagine** it was a really long journey for you to get here.

### Introducing Yourself and Your Company

#### **I'm with ...**

I'm with Samsung

#### **I am based in..**

I am based in Shanghai

#### **I have been with ... for ... years**

I have been with Samsung for 6 years

#### **I work in ....**

I work in the pharmaceuticals industry

#### **I am a...**

I am a software manager / I am the CEO

#### **I head up the...**

I head up / lead the HR department

#### **I am working on..**

I am currently working on a social media strategy for our flagship product

#### **I am responsible for \_ing**

I am responsible for developing new business strategies

#### **We are a ... company**

We are a software development company

**We are in..**

We are in procurement

**We are based in..**

We are based in Chongqing, but our headquarters are located in Shanghai.

We have branches all around China and south-east Asia

**We specialize in ....**

We specialize in software development

**We are currently...**

We are currently in a period of transition

We are currently undergoing a very important rebrand

We are currently looking into branching out into the .. industry

**We produce**

We produce high quality furniture