

## **First contact and further contact picking roleplays**

*Choose a situation from below and roleplay the exchange with your partner, from the very beginning to the very end. If it is an email, just say what you would write – there is no need to write anything down. You can fast forward past the body of the communication if you like, e.g. skipping most of the body of a meeting, but make sure you have a smooth start, small talk if necessary, getting down to business, etc at the beginning, and a smooth ending to the communication.*

*Ask about any situations below which you don't understand or can't imagine how to cope with, brainstorming suitable phrases together each time.*

*Change partner and do the same, but this time picking random numbers between 1 and 30 and roleplaying those situations.*

## Roleplays

### Emails

1. A follow up email (exchange) after a first meeting
2. A follow up email after a meeting with someone you know well
3. A first email
4. A reply to a first email
5. Emailing someone and asking to meet (face to face)
6. Emailing someone and asking to schedule a teleconference or video conference
7. Another email very shortly after another email or email exchange

### Phone calls

8. A first telephone call with someone who you've had no contact with (e.g. cold calling)
9. A phone call with someone who you know but don't know well
10. A phone call with someone who you know well
11. Phoning someone and asking to meet face to face
12. Phoning someone and asking to arrange a teleconference or video conference
13. A second phone call a very short time after the previous one

### Teleconferences/ Video conferences

14. A teleconference or video conference with someone who you know well
15. A first teleconference or video conference with someone who you have previously been in contact with via email
16. A continuation of an earlier teleconference or video conference

### Face to face conversations

17. Meeting someone who you never had any contact with
18. A (scheduled) first meeting with someone who you've had other contact with (e.g. previously emailed or spoken on the phone)
19. Waiting at the airport to take them to a meeting and/ or their hotel
20. Being introduced to your colleagues on your first day of work
21. Being introduced to a new member of staff
22. Meeting your new boss
23. A (scheduled) meeting with someone who you know well
24. Meeting again after a long time
25. Meeting someone who you met at the same event this time last year
26. A conversation with someone who enters or comes near your booth at a conference/ trade show/ trade fair
27. A conversation with someone you don't know who is standing in the same queue, e.g. at the coffee stand at a conference/ trade show, at a bus stop or at airport check in
28. Chatting with someone who you don't know who is sitting nearby, e.g. a fellow drinker, someone on the same plane/ bus/ train, or someone who is attending the same workshop/ talk/ seminar/ presentation
29. Chatting with a new classmate (before the teacher arrives)
30. Chatting with a taxi driver