

Meeting for the first time and again- needs analysis and questions review

Without speaking to anyone else yet, fill in all the information you know about the other person/ people in your group in the gaps below, with “?” if you aren’t sure. If you have two partners, your teacher will give you another sheet or ask you to split this one in two.

Name (of the person answering the questions)
Work (job title, company/ division/ department/ section/ group/ team, duties/ responsibilities/ use of English, boss, colleagues/ co-workers/ workmates, busyness, business conditions, present projects, workplace, etc)
Travel
Languages (first language, foreign languages, language studies, language exams, use of English, etc)
Personal life (free time, hobbies, family, friends and acquaintances, media such as TV, movies, music, sports, appearance, etc)
Future (plans, arrangements, schedule, ambitions, etc)
Other information

Ask questions to find out more about your partner, writing at least one more thing in each box above if you can. Make sure that you don’t ask about things which you already know.

Mixed questions

Use questions from below to find out more information, making sure that you don't ask about things that you already know, and that you don't ask questions which are too personal for people with your relationship. Please ignore underlining etc for now.

- Are you finished for today (after this)?
- And you are?
- Are you still in touch with/ in contact with...?/ Have you heard from... (lately)?
- Are you still working for/ in...?
- Are you still working on...?
- Can I ask your name?
- Did you do anything nice/ special at the weekend/ last night/ during the holiday/...?
- Did you have any problems getting here?/ Did you have any trouble finding us?
- Do you do much business in... prefecture/ in the... region/ in South(east).../ in...?
- Do you follow any sports/ any (...) teams/...?
- Do you have (m)any more meetings today?
- Do you have any plans for this evening/ the weekend/ the New Year holiday/...?
- Do you have to go (straight) back to your office (after this)?
- Do you have to... (in your job)?
- Do you like...?
- Do you live near here?
- Do you speak any other languages?
- Do you speak...?
- Do you still work with...?
- Do you work around here?/ Do you work near here?
- Do you work with (name)?
- Have you been busy recently?
- (You're looking good/ healthy/ tanned/....) Have you been on holiday/ working out/...?
- Have you been to... recently?
- Have you come far (today)?/ Where have you come from (today)?
- Have you ever been to... (on business/ on holiday)?
- Have you seen (name of movie or TV series)/ any good movies recently?
- How did you get here (today)?
- How do you feel about...?
- How do you pronounce your (first/ family) name?
- How do you spell your (first/ family) name?
- How has your week been (so far)?
- (Long time no see/ Good to see you again). How have you been (since we last met)?
- How long have you been working here/ there?
- How was (name of place)?
- How was (your trip to) (name of place)?/ How was your trip?
- How was your (TOEIC/ BULATS/...) test?
- How was your evening?
- How was your flight (from...)?
- How was your journey (here today)?

- How was your weekend?/ Did you have a good weekend?
- How's (name of product) doing?
- How's (name)?
- How's business?
- How's work?
- How's your (...) project going?/ How's... going?
- How's your Spanish/ French/...?
- How's your family/ wife/ son/ daughter/...?
- How's your hangover?
- How's your team doing?/ Your team is(n't) doing very well this season, is(n't) it?
- Is this your first time here?/ Is this your first time in...?
- It's..., isn't it?
- *Sorry, I didn't catch your (first/ family) name.*
- *Sorry, I've forgotten your (first/ family) name.*
- What are you working on (at the moment)?
- What do you do?
- What does your company/ division/ department/ section/ group/ team do?
- What exactly do you do?/ What does your job involve?/ What do you do there?
- What sector do you work in?/ What kind of/ sort of company do you work for?
- What's it like, working in/ for/ as...?
- What's your main/ most popular/ most famous/ most... product/ service?
- When did you get back (from...)?
- When did you last go to...?
- Where are you based?/ Where do you work?
- Where is your company based?/ Where is your HQ?/ Where is your head office?
- Who do you work for?
- You must be (name).

What do you think the italics and underlining above mean?

Which questions are suitable for meeting someone for the first time, which are suitable for meeting someone again, and which are suitable for both?

Ask about any questions which don't seem to match those categories or which you aren't sure how to answer.

Brainstorming stage

Without looking above, brainstorm suitable small talk questions to ask someone when you meet for the first time, when you meet again, and in both situations. You can use the gaps in the form to help you if you like. Many questions not above are also possible.

Good small talk questions when meeting for the first time	Good small talk questions when meeting again	Good small talk questions when meeting for the first time or again

Look for ideas above and brainstorm more. Then compare your extra questions as a class.

Compare with those below. Phrases in italics are suitable for meeting for the first time and underlined phrases are for meeting again, with underlined phrases in italics suitable for both.

Suggested questions

<p>Name (of the person answering the questions)</p> <p><i>And you are?</i></p> <p><i>Can I ask your name?</i></p> <p><i>It's..., isn't it?</i></p> <p><i>Sorry, I've forgotten your (first/ family) name.</i></p> <p><i>Sorry, I didn't catch your (first/ family) name.</i></p> <p><i>You must be...</i></p> <p><i>How do you pronounce your (first/ family) name?</i></p> <p><i>How do you spell your (first/ family) name?</i></p>
<p>Work</p> <p><i>Are you still working for/ in...?</i></p> <p><i>Are you still working on...?</i></p> <p><i>Do you do much business in... prefecture/ in the... region/ in South(east).../ in...?</i></p> <p><i>Do you have to... (in your job)?</i></p> <p><i>Do you work with (name)?</i></p> <p><i>Do you still work with...?</i></p> <p><i>Do you work around here?/ Do you work near here?</i></p> <p><i>Have you been busy recently?</i></p> <p><i>How's (name)?</i></p> <p><i>How's business?</i></p> <p><i>How's (name of product) doing?</i></p> <p><i>How's work?</i></p> <p><i>How's your (...) project going?/ How's... going?</i></p> <p><i>How has your week been (so far)?</i></p> <p><i>How long have you been working here/ there?</i></p> <p><i>What are you working on (at the moment)?</i></p> <p><i>What do you do?</i></p> <p><i>What does your company/ division/ department/ section/ group/ team do?</i></p> <p><i>What exactly do you do?/ What does your job involve?/ What do you do there?</i></p> <p><i>What sector do you work in?/ What kind of/ sort of company do you work for?</i></p> <p><i>What's it like, working in/ for/ as...?</i></p> <p><i>What's your main/ most popular/ most famous/ most... product/ service?</i></p> <p><i>Where are you based?/ Where do you work?</i></p> <p><i>Where is your company based?/ Where is your HQ?/ Where is your head office?</i></p> <p><i>Who do you work for?</i></p>
<p>Travel</p> <p><i>Did you have any problems getting here?/ Did you have any trouble finding us?</i></p> <p><i>Have you been to... recently?</i></p> <p><i>Have you come far (today)?/ Where have you come from (today)?</i></p> <p><i>Have you ever been to... (on business/ on holiday)?</i></p> <p><i>How did you get here (today)?</i></p> <p><i>How was (name of place)?</i></p> <p><i>How was your flight (from...)?</i></p> <p><i>How was your journey (here today)?</i></p>

How was (your trip to) (name of place)?/ How was your trip?
Is this your first time here?/ Is this your first time in...?
When did you get back (from...)?
When did you last go to...?

Languages

Do you speak any other languages?
Do you speak...?
How's your Spanish/ French/...?
How was your (TOEIC/ BULATS/...) test?

Personal life

Are you still in touch with/ in contact with...?/ Have you heard from... (lately)?
Did you do anything nice/ special at the weekend/ last night/ during the holiday/...?
Do you follow any sports/ any (...) teams/...?
Do you like...?
Do you live near here?
(You're looking good/ healthy/ tanned/....) Have you been on holiday/ working out/...?
Have you seen (name of movie or TV series)/ any good movies recently?
How do you feel about...?
(Long time no see/ Good to see you again). How have you been (since we last met)?
How was your evening?
How was your weekend?/ Did you have a good weekend?
How's your hangover?
How's your family/ wife/ son/ daughter/...?
How's your team doing?/ Your team is(n't) doing very well this season, is(n't) it?

Future

Are you finished for today (after this)?
Do you have (m)any more meetings today?
Do you have any plans for this evening/ the weekend/ the New Year holiday/...?
Do you have to go (straight) back to your office (after this)?

Ask about any questions above that you don't understand or don't know how to answer.

Use questions like those above to roleplay meeting someone for the first time.

Use questions like those above to roleplay meeting someone again.

Use the most interesting/ relevant information on your interview form(s) above to introduce someone else to your partner (pretending that they have never met before).