

**2**

*Who's at the meeting?*

**Student A**

International Meeting  
**'BUSINESS IN THE 21ST CENTURY'**

List of participants

Seat	Name	Country	Company	Job
1				
2	Hans Brecht	Germany	Banks & Sons	Customer Services Manager
3				
4	Catherine Jones	Britain	Harfords	Sales Manager
5				
6	Masahide Hashimoto	Japan	Globe Ltd	Technical Services Manager
7				
8	Sergey Luzhkov	Russia	Arrow	Production Manager



**Student B**

International Meeting  
**'BUSINESS IN THE 21ST CENTURY'**

List of participants

Seat	Name	Country	Company	Job
1	Anne Roux	France	Comark Ltd	Financial Director
2				
3	Teresa Hernandez	Spain	Vega Consultants	Senior Accountant
4				
5	Giancarlo Boveri	Italy	AEI	Senior Engineer
6				
7	Assunção Megre	Portugal	Freshman Ltd	Public Relations Manager
8				

# Who's at the meeting? **Worksheet 2**

**ACTIVITY**

Pairwork: speaking

**AIM**

To exchange basic information about a group of participants at an international meeting.

**GRAMMAR AND FUNCTIONS**

Present simple questions

**VOCABULARY**

*meeting, participant, manager, accountant, engineer, financial director, customer services, sales, senior technical services, production, public relations*

**PREPARATION**

Make one copy of the worksheet for each pair of students and cut it in two as indicated. Try to make sure there are bilingual dictionaries available.

**TIME**

10 to 15 minutes

**PROCEDURE**

- 1 Tell the students they are going to exchange information about a group of people at a meeting. Put the following table on the board:

1	2	3
What's	in	from?
What's	his/her	from?
What company's	his/her	job?
Where's	he/she	name?
Who's	he/she	seat number 1?

- 2 Ask the students - individually or collaboratively - to combine the elements in the table to make five sensible questions: *Who's in seat number 1? What's his/her name? Where's he/she from? What company's he/she from? What's his/her job?*
- 3 Drill the questions for pronunciation.
- 4 Divide the students into pairs of Student A and Student B and give out the relevant worksheet.
- 5 Allow a couple of minutes for reading and checking vocabulary.
- 6 Explain the task. Each student has half the information about the participants at the meeting. They must ask and answer questions with their partners to complete the information.
- 7 Ask them to do the task.