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— AUSTRALIA —

Breaking the Ice

Introducing yourself



How can you “break the ice” at work?

Today, you will....

- Discuss your current occupation and where you work
- Learn how to introduce yourself in an interesting way
- Learn how to productively use small talk





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Warm-up

- Introduce yourself to the group and your teacher.
What do you do?
- What is breaking the ice?
Can you think of some examples?
- Why is small talk important for a work environment?





Speaking-LET'S CHAT...

Practice the dialogue with a partner.

Dave: Nice to meet you Lisa,
which department do you work
in?

Dave: I'm in marketing. I've
been here for 7 years, going on
8. Where are you from?

Dave: Wow! That's a long way to
go for a job. I bet you miss the
weather in Singapore.

Lisa: I'm in Quality Assurance. I've been here
for about 5 years. You?

Lisa: That's a long time! I'm from Singapore. I
moved to the UK for work.

Lisa: Sometimes I do. I have to go but it was
nice to meet you. Here is my card incase you
need to contact me.



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Reading : Breaking the ice

Answer the questions about the conversation you've just practiced.

- How did Dave start the conversation? Why is this important?
- What kind of things did they discuss first?
- What else did they talk about?

Brainstorm!

Come up with some topics that you should talk about when you first meet someone and some topics that you shouldn't.

As a class, discuss why.



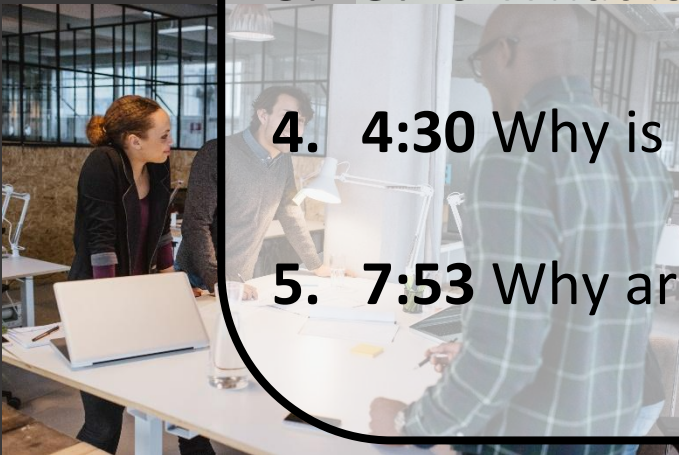
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Listening: Small talk

Watch the video and answer the questions.

1. Play breaking the ice
video

1. What is the problem with “the man who read too many books”?
2. Why shouldn't you ask people closed questions when you first meet them?
3. **3:10** What is wrong with asking “What do you do for a living?”
4. **4:30** Why is it better to ask “What do you do for fun?”
5. **7:53** Why are the seven question zones good topics?





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Let's play a game!

Questions

The teacher will write some answers on the board and you must think about the questions. You can then do the same when you've guessed all the questions correctly.

Ex; 1985

"When were you born?"



Do's and don'ts

Read the sentences and decide what you should and shouldn't do when speaking to someone for the first time.

	Do ✓	Don't
1. Discuss common interests or likes.		
2. Ask if someone is married.		
3. Pay attention when someone is speaking.		
4. Cross your arms and speak quietly.		
5. Look at your phone.		
6. Smile.		
7. Talk about complex subjects i.e. Politics, Religion etc.		



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Speaking: Roleplay

Work with a partner. **ROLEPLAY:** You are meeting each other for the first time. Each choose something you shouldn't do during a conversation and act like that while you practice the dialogue from Slide 4. Change the dialogue so it's appropriate for you both. You should be able to guess what your partner should not have been doing during the conversation.

Person A: Nice to meet you, what do you do here?

Person B: Oh sorry, I wasn't listening. What did you say?



Reading

Read the article and answer the questions.

2. Open breaking the ice
article

Have approachable body language: open stance, eye contact, and smile. Casual eye contact and a warm friendly smile demonstrate your interest and desire to communicate.

Take the initiative and be the first to say hello. Be the first to introduce yourself and ask an open-ended question. This not only demonstrates confidence and shows interest in the other person, but it gives you an opportunity to guide the conversation.

Begin with statements or questions about the immediate environment, situation, weather, how the person arrived at your location, et cetera. A compliment is also a great way to start a conversation.

Be well-informed and prepared. Read newspapers and news magazines to be knowledgeable about what is going on in the world. Go prepared with topics or experiences to discuss that you think will be of interest to the persons you will be meeting.

Focus on the other person and less on yourself. This will help you feel less self-conscious, and make the other person feel important.

Do listen. Control internal and external distractions. Be present; watch the tendency to daydream. Truly listening to another person is the highest compliment you can pay them.

Keep the tone light and positive until you find a topic in which you are both interested.

Discuss general-interest subjects such as movies, theater, sports, books, movies, food, travel and hobbies. It demonstrates to others that you are approachable and friendly.

Think before you speak. It makes you appear thoughtful; and it may help you avoid a faux pas, or saying something that is better left unsaid.

Always close a conversation before walking away from the other person by using a graceful exit line; don't simply melt from conversations. "It's been great talking with you. I really enjoyed hearing about..."

What are the ten top tips?

Which one do you think is the most helpful?

Why?

Writing: Email

Write an email to someone you haven't met yet.

You must write a welcome email to a colleague who you haven't meet and are emailing for the first time. What can of things can you say to introduce yourself?

Remember to be polite and professional.

Dear...

Welcome to the company!

Now I can...

- Discuss my current occupation and where I work.
- Introduce myself in an interesting way.
- Productively use small talk.





Thankyou and see you next time!