



# ELEMENTARY- UNIT I-WORK SKILLS

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**INTRODUCING YOURSELF**

MBA ANA LILIA LINARES ACOSTA

## 2 AGENDA:

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**an|i**  
Specialized English  
We care for your success!

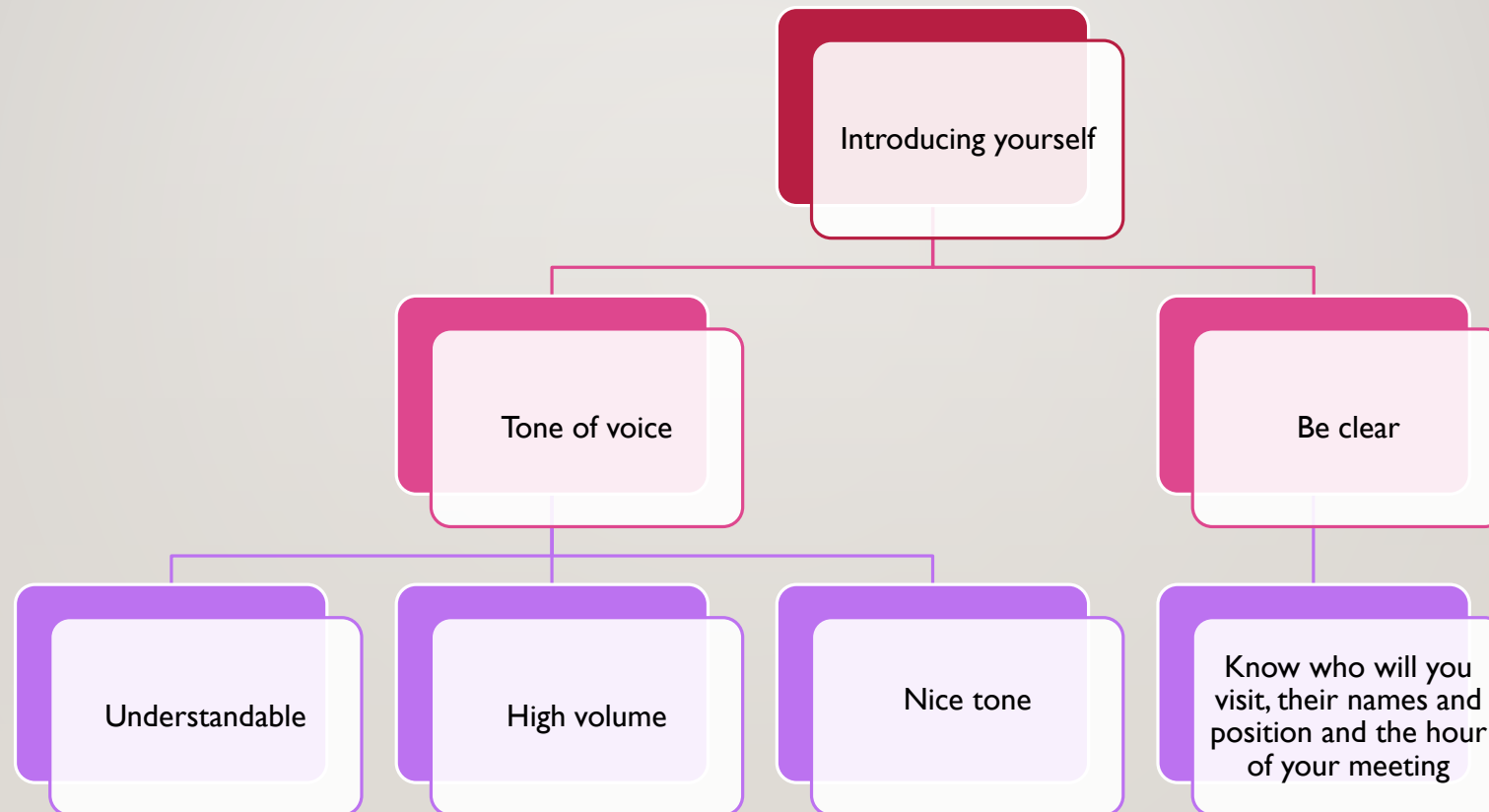
1. What to do when you have to speak to the receptionist.

2. How to use correctly words for talking about your job.

3. Good body language for introducing yourself

### 3 WHAT TO DO WHEN YOU HAVE TO SPEAK TO THE RECEPTIONIST.

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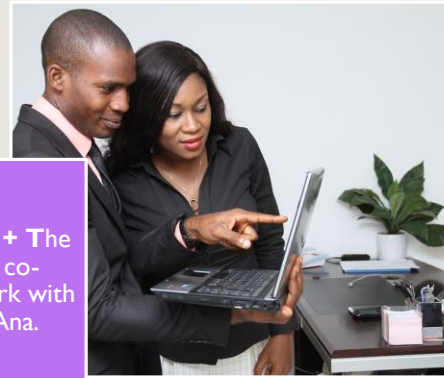
4

# 2. . HOW TO USE CORRECTLY WORDS FOR TALKING ABOUT YOUR JOB.

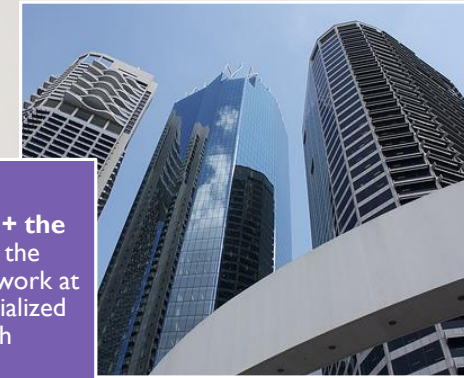
**Work for +** the name of your boss/manager. I work for Mr. Mauricio



**Work with +** The name of a co-worker. I work with Elisa and Ana.



**I work at +** the name of the company. I work at ANLI Specialized English



a) **In charge of +**the+ noun (the mkt department, the integrated management system...)



b) **In charge of +** verb -ing (creating, budgeting, informing, prospecting, leading, directing, supervising)



5

## 2. .HOW TO USE CORRECTLY WORDS FOR TALKING ABOUT YOUR JOB.

**a) Responsible for + Verb in -ing.**

I'm responsible for providing all the financial information.

Juan is responsible for creating all the accounting.



**b) Responsible for + noun.**

She is responsible for the engineering department.

Ana is responsible for the English development



**Manage + noun.**  
Susie manages 4 people / a team of 8 engineers.



**Deal with + noun.**

Oscar deals with all the suppliers.

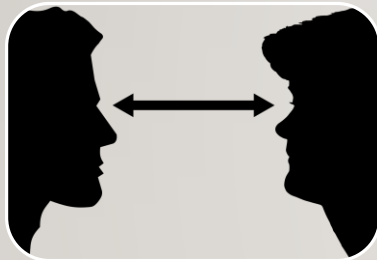
We deal with the external lawyers.



6

# 3. GOOD BODY LANGUAGE TO INTRODUCE YOURSELF

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**Eye contact.** Always look into the eye in a smooth way



**Handshake.** Firm but not too tight



**Foot pointing.** Towards the person signifies interest



**Visible palms.** Open, honest.



**Leaning forward.** Not into someone's personal space, but in a subtle way.

7

## 3. GOOD BODY LANGUAGE TO INTRODUCE YOURSELF



### The Head Nod

A stunted form of bowing. Person symbolically goes to bow but stops short. This shows submission – it shows we are going along with the other person's point of view. Research shows that people will talk 3-4 times more than usual when the listener nods, using groups of three nods at regular intervals.