



B1 - Meeting and greeting visitors

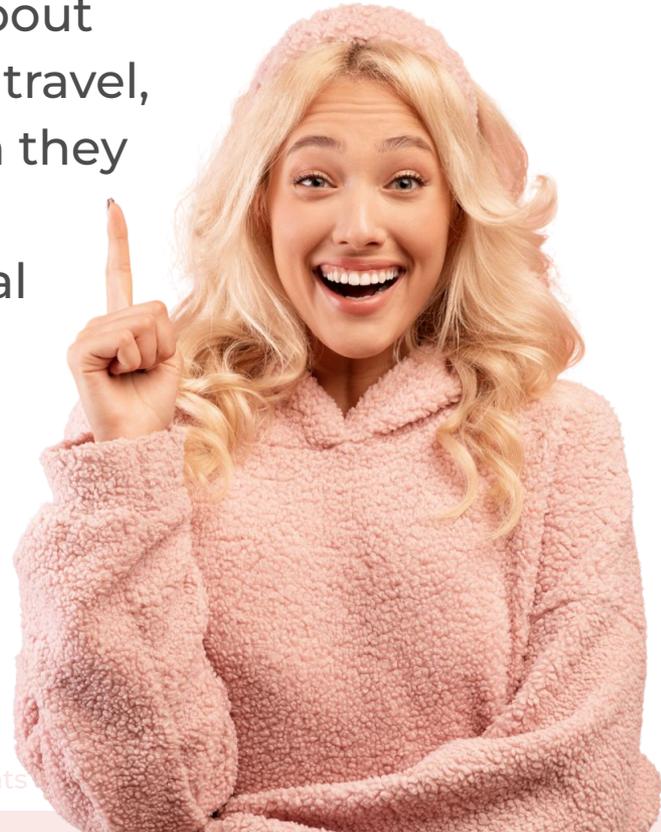
Make polite introductions and conversation with visitors at work, practise everyday small talk in a work setting, learn common expressions to start and respond to friendly conversations

What is small talk?



What is small talk?

Small talk is polite, casual conversation about simple or general topics like the weather, travel, or work. People often use small talk when they don't know each other well or when they want to be friendly in social or professional situations.



Key characteristics of small talk ...



1. Not too personal or serious.
2. Helps break the ice.
3. Often used at the start of meetings, in waiting areas, or before events.
4. Builds comfort and connection.

General questions about small talk for you

1. Do you talk to people you don't know well at work?
2. What are easy topics to talk about when meeting someone new?
3. What do you say when someone visits your office?
4. Do people make small talk in your country?
5. Is small talk important at work?



What could they be talking about?



Useful small talk phrases

Starting a conversation:

1. “Hi! Nice to meet you.”
2. “Did you find the office okay?”
3. “Is this your first time here?”
4. “How was your trip?”

Keeping the convo going:

1. “The weather is nice today.”
2. “Is your hotel close to the office?”
3. “How is work at your office?”
4. “Have you been busy this week?”

Ending the convo politely:

1. “Let me show you the meeting room.”
2. “Please tell me if you need anything.”
3. “Shall we go inside?”

Fill in the blanks with the correct word

1. Is this your _____ time here?
2. How was your _____?
3. Did you find the _____ okay?
4. The _____ is really nice today.
5. Is your _____ far from the office?
6. Have you been _____ at work lately?
7. Let me take you to the _____ room.
8. Please tell me if you need _____.

trip

first

busy

weather

office

hotel

anything

meeting

Lina Waits for a Visitor

Lina looked at the clock. Her colleague from another city, Pedro, was visiting today. She wanted to make a good first impression.

She didn't know Pedro well, so she was a little nervous. She practised some questions in her mind: "How was your trip?" "Did you find the office okay?" "Do you like the weather?"

When the phone rang, she jumped. "Reception here. Your visitor has arrived."

A few minutes later, Pedro walked in with a smile.

"Hi, you must be Lina. I'm Pedro."

"Hi Pedro! Welcome. Did you find the office okay?"

"Yes, it was easy. Thank you!"

"How was your trip?"

"It was good—just a little traffic."

Lina smiled. Maybe this visit would be easier than she thought.



Comprehension questions



1. Why is Lina nervous?
2. What questions is she thinking about?
3. How does Pedro feel when he arrives?
4. What do they talk about?
5. How does Lina feel at the end of the story?

What are the meanings of these words?

1. Visitor
2. Nervous
3. Practise
4. Traffic
5. Impression



What are the meanings of these words?

1. Visitor - a person who comes to see you
2. Nervous - feeling a little scared or worried
3. Practise - to repeat something to get better
4. Traffic - many cars on the road
5. Impression - the feeling someone has about you



Speaking roleplay: Meeting a visitor

Role A: The host

Say hello and welcome the visitor.

Ask:

1. "How was your trip?"
2. "Did you find the office okay?"
3. "Is this your first time here?"

Offer help and say:

"Let me show you the meeting room."



Role B: The visitor

1. Say hello and be friendly.
2. Answer the questions politely.
3. Ask one question back.
4. Say thank you at the end.



Thank you for your support.

YouTube: @elucidatedenglish