

**Introduction Worksheet**  
**2024-25**

1. When introducing someone, what would be the most appropriate sentence to use?  
a) Hey, come meet this!  
b) I would like you to meet...  
c) This is my colleague, meet him.  
d) You need to know about the meeting.
2. You need to know about the meeting.  
a) Excuse me, could you tell me where is the meeting?  
b) Where is the meeting?  
c) I can't find the location, could you tell me where it is?  
d) Where is the meeting?
3. You don't understand what Mr. Smith said, please explain it to me?  
a) I can't hear you!  
b) Sorry, I'm afraid I don't understand. Could you repeat that please?  
c) Yes, I'm sorry, I don't understand. Could you repeat that please?
4. It is your brother's birthday today, what can you say?  
a) Hey, happy birthday to you!  
b) Happy birthday to you!  
c) I wish you a happy birthday Mr. Smith.  
d) Oh, what presents are you getting?
5. You need to introduce your husband to your CEO.  
a) John, meeting Mr. Smith's wife?  
b) Good morning. Could I introduce my husband to you?  
c) Mr. Smith, May I introduce you to my husband's wife?  
d) CEO, meet my husband's wife?
6. It's a company dinner, please join us at an office Christmas party.  
a) Excuse me, are you going to Christmas?  
b) Yes, what are you up to for Christmas?  
c) I don't have any plans for Christmas!  
d) I can't wait to get out of here, I'm glad you're!