

## Activity Type

Speaking Activity:  
sentence completion,  
role-play, asking and  
answering questions,  
communicative practice

## Focus

Giving personal and  
company information

Greeting and  
introductions

Networking

## Aim

To practice exchanging  
personal and company  
information.

## Preparation

Make one copy of the  
two-page worksheet for  
each student.

If you wish, you can also,  
prepare name badges for  
students to wear at the  
event.

## Level

Intermediate (B1)

## Time

40 minutes

## Introduction

In this networking role-play activity, students practice exchanging personal and company information at a networking event.

## Procedure

Tell the students that they are going to exchange personal and company information by socialising at a networking event and that the aim of the activity is to find out about people in hopes of building new business partnerships or finding new customers.

Give each student a copy of the two-page worksheet.

First, students complete the text about themselves and their company with real or imaginary information.

Next, review phrases for greetings and introductions with the class and elicit the questions from the table.

However, emphasize that the students are not conducting interviews but rather engaging in natural conversations, as they would at a networking event.

Questions:

What's your name?  
Where are you from?  
What do you like to do in your free time?  
Where do you work?  
How long have you been working there?  
What is your job?  
Who do you work for?  
What type of company is that?  
What does your company do?  
What do you like and dislike about your job?  
What's your main achievement?  
What's your ambition for the future?  
What are you working on at the moment?  
Why are you here today?  
What are you hoping to find?

Students then begin the role-play using the information in their text to socialise with other people at the networking event, making introductions with as many people as possible and giving information about themselves and their company.

When a student finds someone they think could be a possible customer or business partner, they note down the person's information in the chart.

Afterwards, students tell the class if they found any customers for their business or someone they could possibly build a business relationship with.

My name is .....

I'm from ..... (city/country).

In my free time, I enjoy ..... (hobbies).

I also like ..... (something you like to do).

I've been working in ..... (name of city/country) for  
the past ..... (number) years as a/an ..... (job).

I work for a company called ..... (name of company).

My company ..... (type of company).

My company sells/provides ..... (product/service).

I like my job because ..... (give a reason).

However, ..... (state something you dislike).

My main achievement at ..... (name of company) has been

.....

My ambition is to .....

At the moment, .....

..... (state what your company is doing now).

I'm here today to ..... (give a reason).

I hope to find people here who .....

I hope we can .....



|                                     |  |  |  |
|-------------------------------------|--|--|--|
| <b>Name</b>                         |  |  |  |
| <b>From</b>                         |  |  |  |
| <b>Hobbies and interests</b>        |  |  |  |
| <b>Place of work</b>                |  |  |  |
| <b>Length of time working</b>       |  |  |  |
| <b>Job</b>                          |  |  |  |
| <b>Name of company</b>              |  |  |  |
| <b>Type of company</b>              |  |  |  |
| <b>Company's product or service</b> |  |  |  |
| <b>Job likes and dislikes</b>       |  |  |  |
| <b>Main achievement</b>             |  |  |  |
| <b>Ambition</b>                     |  |  |  |
| <b>Current project</b>              |  |  |  |
| <b>Why here?</b>                    |  |  |  |
| <b>Find people who</b>              |  |  |  |
| <b>Hopes</b>                        |  |  |  |