

Soy director

It's important for learners to realise that they don't need to be fluent to make a good impression if they visit Spain on business. An understanding of the basics, a few key phrases and a willingness to make an effort go a long way. The activity outlined here practises exchanging information, much as people would need to do if attending a conference or any large formal gathering of people.

Getting ready

Display a few of the "business cards" from page 2 to present and practise the expressions, inviting your group to guess what the jobs are. Introduce yourself as if you were, for example, José López: **Me llamo José López. Soy médico; trabajo en el Hospital de la Luz en Granada.** Then, pointing to other cards, ask the key questions, e.g. **¿Cómo se llama?, ¿En qué trabaja?** and get the learners to reply as if they were those people.

For the activity, you'll need to copy page 2 onto thin card and cut into individual cards. You'll also need to make copies of the list on page 3, enough for one per person.

Getting them talking

Set the scene - a conference in a Spanish-speaking country. Give everyone a "business card" and a list of the conference participants; they each assume the role of the person on their card. As always at one of these gatherings, the aim is to network. Everyone must try to introduce themselves to all the others, and find out who's who by conducting conversations along these lines.

- A. **Hola. Buenos días. ¿Cómo se llama?**
- B. **Buenos días. Me llamo Victor Lafuente.**
- A. **Encantado. Yo soy Stephen Bailey. ¿En qué trabaja?**
- B. **Trabajo en la Universidad de Córdoba. ¿Y Vd?**
- A. **Trabajo en el Banco Hispánico. Soy responsable de informática. Y Vd.**
- B. **¿Qué hace?**
- A. **Soy profesor de informática.**
- B. **Muy interesante ...**

They tick off the people they meet and make a note of what they do and who they work for.

Encourage them to use some of the strategies they've learnt in Spanish Steps. For example, if they can't make out a name they could ask for it to be spelt out: **¿Cómo se escribe?** Or they could ask for it to be repeated: **Por favor, ¿puede repetir?** Make sure too that they use the social language they've learned: greetings and **Encantado/Encantada/Igualmente.**

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