

Good Morning Everyone

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*It's nice to meet you*

# Introductions

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- What's your name?
- Describe yourself using two words that start with the same letter as your name.  
(for example: My name starts with "N" – Nice, Naïve, Native, Natural)
- What are you hoping to learn from this course?

# Tell the class....

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- Imagine your boss tells you she's sending you to a three-day international conference.

Which country/ city would you like to go to?

- What would you like to do if you could add one extra day onto your trip?

# What advice would you give him? ( Pg.6)

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I'm going to my first conference next month, and am looking for some general tips and advice from experienced conference-goers on how to get the most out of it. The conference is in Rome, which I've never been to, so I'm quite excited about going. I'm generally a bit shy in large groups, but would like to try and use the event as a networking opportunity as well as a learning experience. It's a three-day event with a reception afterwards. I'm the only person representing my company at the conference. Fortunately, I'm not giving a presentation! But my boss has told me to come back with some useful contacts. Help!

# Sample Advice

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One way to stand out at conferences, even if you're a bit shy, is to wear one subtle but interesting thing. It could be an unusual tie, watch or piece of jewelry, or just a flower in your lapel. You'll be surprised how many people comment on it and it's great way to start a conversation! Don't be afraid to hand out your business cards. I always run out by the second day. So take plenty! Eat in the conference center. Don't be put off by long lunch queues- they're a great place to meet people. As for which presentations you should attend, the best way to make sure you're keeping up with the latest trends is going to all the big talks by the industry leaders. Find out who the stars are before you go. BTW, don't be embarrassed about walking out of boring presentations halfway through. Your boss isn't paying you to waster your time. Hate to disappoint you, but 80% of the talks will be boring. Don't be tempted to do the tourist stuff. You don't have time. You can always go back there on holiday. And avoid the hotel bar in the evenings. Find a nice quiet place to relax at the end of what will feel like very long days. Oh, and don't forget to pack comfortable shoes- you're going to do a lot of walking ! Hope this is some help. Good luck!

# Tweeting at a conference

Larry :

I go to (global, international) (conferences, sessions) four or five times a year. Usually I (represent , show) my (job, company), but I also (change, exchange)(ideas, suggestions) with other people in our industry. I never (talk, give)(presentations, speeches) at conferences – I'm a terrible speaker! I (listen to, hear) (discusses, talks) and (exchange , network) with other (member, delegates),but I think it's important to participate more. What can I do? Does anyone have any ideas?

Francine:

Hello Larry, have you ever used Twitter? Lots of people do these days. I use it to follow other people at conferences as well as,(sharing, distributing) my own (opinions, beliefs) and comments about the presentations.

Larry:

Thank you for your suggestion Francine. I see people tweeting during presentations and my boss also suggested I try it. Is there any etiquette I should know about?

Ephraim:

Hi Larry if you're going to tweet during presentations, it's considered polite to sit at the back or the side of the room so you don't (sidetrack, distract) the (speaker, talker) or annoy other people in the audience

Francine:

That's a good point, Ephraim. There's another thing to remember, Larry. Tweeting is fun and a good way to (make , do) (touch, contacts), but don't let it get in the way of old-fashioned, face-to-face networking.

Larry:

That's a great point, Francine. I'm definitely going to try tweeting the next time I attend a conference, but I'll still have a pocketful of business (cards, tickets) to (put across, hand out).

**L** I go to international conferences four or five times a year. Usually I represent my company, but I also exchange ideas with other people in our industry. I never give presentations at conferences – I'm a terrible speaker! I listen to talks and network with other delegates, but I think it's important to participate more. What can I do? Does anyone have any ideas?

Francine

**F** Hello, Larry. Have you ever used Twitter? Lots of people do these days. I use it to follow other people at conferences, as well as sharing my own opinions and comments about the presentations.

Larry

**L** Thanks for your suggestion, Francine. I see people tweeting during presentations and my boss also suggested I try it. Is there any etiquette I should know about?

Ephraim

**E** Hi, Larry. If you're going to tweet during presentations, it's considered polite to sit at the back or the side of the room so you don't distract the speaker, or annoy other people in the audience.

Francine

**F** That's a good point, Ephraim. There's another thing to remember, Larry. Tweeting is fun and a good way to make contacts, but don't let it get in the way of old-fashioned, face-to-face networking.

Larry

**L** That's a great point, Francine. I'm definitely going to try tweeting the next time I attend a conference, but I'll still have a pocketful of business cards to hand out.



# True or False

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1. Larry has experience of going to conferences.
2. Larry sometimes gives talks at conferences.
3. Larry spends time at conferences talking to other people.
4. Larry thinks he doesn't participate enough at conferences.
5. Francine likes to read other people's comments on twitter.
6. Larry has used Twitter before.
7. Ephraim writes that it is important not to disturb the presenters and other conference- goers.
8. Francine thinks that using Twitter at conferences cannot replace talking to people directly.
9. Larry is nervous about using Twitter.
10. Larry is going to network in the traditional way next time her is at a conference.

# Let's go back and look at the two tenses used ...

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## PRESENT SIMPLE

You use it to talk about actions and states which are always or generally true.

Let's turn to page 11

## PRESENT CONTINUOUS

You use it to talk about current situations happening now and future arrangements

Let's turn to page 12

## Present Simple

About half of all spoken English is in the Present Simple. You use it to talk about actions and states which are always or generally true.

Affirmative		Negative		Interrogative			Spelling changes	
I	<b>work.</b>	I	<b>don't work.</b>	<b>Do</b>	I	<b>work?</b>	<b>verb</b>	<b>he/she/it</b>
You		You			you		go	goes
We		We			we		watch	watches
They		They			they		push	pushes
He	<b>works.</b>	He	<b>doesn't work.</b>	<b>Does</b>	he	<b>work?</b>	miss	misses
She		She			she		fax	faxes
It		It			it		try	tries

## Present Continuous

You use the Present Continuous to talk about current situations in progress and future arrangements:

- *They're staying at the Hilton.*
- *He's giving a talk on globalization at three o'clock.*

Affirmative		Negative		Interrogative			Spelling changes	
I'm	<b>working.</b>	I'm not	<b>working.</b>	<b>Am</b>	I	<b>working?</b>	<b>verb</b>	<b>-ing form</b>
You're		You aren't			you		make	making
We're		We aren't			we		come	coming
They're		They aren't			they		run	running
He's	<b>working.</b>	He isn't	<b>working.</b>	<b>Are</b>	he	<b>working?</b>	drop	dropping
She's		She isn't			she		forget	forgetting
It's		It isn't			it		lie	lying

# Assignment

Write your own blog post asking about something you need advice on when attending a conference .