



BUSINESS ENGLISH PHRASES

Small Talk In English Super Triple Pack

Series One

1. Small Talk Series 1: How To Welcome A Visitor
2. Small Talk Series 2: How To Talk About Hobbies and Interests
3. Small Talk Series 3: 'ARE' Small Talk Technique
4. Small Talk Series 4: How To Keep The Conversation Going
5. Small Talk Series 5: Business Dinners and Lunches

Gold Series

6. Small Talk Gold Series 1: Coffee Break
7. Small Talk Gold Series 2: After Works Drinks
8. Small Talk Gold Series 3: Training Courses I
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10. Small Talk Gold Series 5: Corporate Hospitality I

Platinum Series

11. Small Talk Platinum Series 1: Corporate Hospitality II
12. Small Talk Platinum Series 2: Business Meetings

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Small Talk 1 How To Welcome A Visitor	
Say hello and introduce yourself	<ul style="list-style-type: none"> - <i>"Hi Pamela. I'm Christopher Wright. Nice to meet you. Welcome to London."</i> - <i>"Hi Pamela. I'm Christopher Wright. Nice to meet you at last / Nice to finally meet you in person. Welcome to Madrid."</i>
Ask about your visitor's trip and how they arrived	<ul style="list-style-type: none"> - <i>"How was your trip?" (not your "travel").</i> - <i>"How was your flight?"</i> - <i>"Did you find your way here alright?"</i> - <i>"Did you manage to get here ok?"</i> - <i>"Did you have any problems getting here from the airport?"</i>
Offer something to drink	<ul style="list-style-type: none"> - <i>"Can I offer you something to drink, like tea or coffee?"</i> - <i>"What would you like to drink?"</i> - <i>"Can I get you something to drink?"</i>
Ask if it is their first time visiting.	<ul style="list-style-type: none"> - <i>"Have you been to London before?"</i> - <i>"Is this your first time in London?"</i> - <i>"How long are you staying?"</i> - <i>"Will you have any time to visit places in London?"</i> - <i>"Will you have any time to look around London?"</i> - <i>"Can I recommend a few places to visit?"</i>
Start talking about business	<ul style="list-style-type: none"> - <i>"Ok, shall we go to the meeting room?"</i> - <i>"Maybe now is a good time to start the meeting."</i> - <i>"Whenever you want to we can start."</i>



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Small Talk 2 How To Talk About Your Hobbies / Interests

<p>Asking indirectly about hobbies / interests</p>	<ul style="list-style-type: none"> - <i>“What do people like doing for fun in London?”</i> - <i>“So, what’s popular to do in London?”</i> - <i>“What do people like doing this time of year (in London)?”</i>
<p>Play: “games”, “musical instruments” and “team sports”. Go: Individual sports and go to places Do: “do other activities”</p>	<ul style="list-style-type: none"> - <i>“I play tennis”, “I play the piano”</i> - <i>“I go running”, “I go swimming”, “I go skiing” and “I go horse riding”.</i> - <i>“I go out with friends”, “I go to the movies” and “I go to the theatre”.</i> - <i>“I do martial arts/karate/judo”, “I do yoga/pilates”, “I do gardening”, “I do DIY (do-it-yourself)”.</i>
<p>Into + verb-ing</p>	<ul style="list-style-type: none"> - <i>“I’m kind of into going running. I run 20km every weekend.”</i> - <i>“I’m really into doing yoga. I go to Yoga retreats.”</i>



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Small Talk 3 'ARE' Small Talk Technique

Anchor	<p>-<i>"The seafood menu looks delicious."</i></p> <p>(other person)- <i>"I like seafood but I don't know a lot about it."</i></p>
Reveal	<p>- <i>"I really like seafood and the best seafood in Spain is from Galicia. It's a lovely green region in the northwest of Spain and is also good for walking."</i></p> <p>- (other person) <i>"Yes I love the outdoors and going walking in the countryside."</i></p>
Encourage	<p>- <i>"Yes me too, I did the 'Camino de Santiago' last year, it's one of Europe's most popular walking routes (comment). Where are the best places to go walking near San Francisco?" (question)</i></p>

Author

My name is Christopher Wright and co-director of TETC, The English Training Company (www.englishtco.com).

My company TETC and I have helped thousands of companies and professionals succeed in Business English and to become advanced Business English speakers.

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