ê ê Unit 66 Could everyone briefly introduce themselves?

A CONVERSATION •

Good morning, everyone. I'm Michelle Wong, the project manager, and I'll be leading today's meeting. I organized this session to review our current progress and ensure we're on track with our goals. Before we begin, let's go around the table and share our names and job titles so everyone gets to know each other better. Could everyone briefly introduce themselves? This will help us communicate more effectively during the discussion. Once introductions are done, we'll move straight into the agenda. Let's start here on my right.

B LANGUAGE FOCUS •

▪ **Introducing Participants**　　　　　**(1)**

• Could everyone briefly introduce themselves?
• Let's go around the table and share our names and job titles.
• Let's take a moment and introduce ourselves.

• *Before we begin, could everyone briefly introduce themselves?*

• *Let's take a moment and introduce ourselves before we dive into the agenda.*

C WORDS & PHRASES •

1.	project manager	[ˈprɑdʒɛkt ˈmænɪdʒɚ]	*(n.)*
2.	lead	[lid]	*(v.)*
3.	organize	[ˈɔrgəˌnaɪz]	*(v.)*
4.	session	[ˈsɛʃən]	*(n.)*
5.	ensure	[ɪnˈʃʊr]	*(v.)*
6.	(be) on track		*(phr.)*
7.	job title	[dʒɑb ˈtaɪtəl]	*(n.)*
8.	introduce	[ˌɪntrəˈdus]	*(v.)*
9.	communicate	[kəˈmjunəˌkeɪt]	*(v.)*
10.	agenda	[əˈdʒɛndə]	*(n.)*