

Name _____

Office Introductions Answer Key

1. She said "Hi," "Welcome," and introduced herself clearly by name and role.
2. He said "Nice to meet you" and thanked her while expressing excitement to learn.
3. Good body language shows confidence and respect, helping both people feel comfortable.
4. It might make him seem uninterested, rude, or nervous, giving a bad first impression.
5. Answers will vary (examples: "Hi, my name is Jordan. I'm happy to join the team and look forward to working with you.").

Teacher's Guide:

- Model the dialogue aloud with a student or aide to **demonstrate professional tone and posture**.
- For differentiation, allow students to **practice with scripts** before doing their own introductions.
- Engage students in a **role-play rotation**, where they take turns being the new employee and the welcoming coworker.
- As an extension, ask students to **write or perform a new workplace greeting scenario**, changing the setting (restaurant, hospital, office, store) to reinforce adaptability.