Presenting yourself: example

Good afternoon, everyone! My name is John Smith. I was born and raised in a charming town called Greenfield. Growing up, I discovered my passion for entrepreneurship and leadership, which ignited my drive to excel in the business world.

Currently, I hold the position of Chief Executive Officer (CEO) at TechGenius Solutions, an innovative technology company. My role as CEO involves overseeing the company's operations, setting strategic goals, and ensuring our continued growth and success. When it comes to my work, I believe in the power of collaboration and fostering a dynamic team environment. I encourage my colleagues to think creatively, challenge the status quo, and embrace innovation as we navigate the ever-evolving tech landscape.

Outside the office, I find great joy in pursuing a variety of hobbies. One of my passions is photography. I love capturing moments and exploring the world through the lens of my camera. Additionally, I am an avid hiker and enjoy spending weekends in nature, immersing myself in its beauty and finding inspiration in its serenity.

Small talk:

* "Good morning/afternoon! How are you today?"
* "Did you have a nice weekend?"
* "Have you been busy lately?"
* "What do you think of this event/conference/meeting so far?"
* "Have you traveled here from far away?"
* "How do you find the venue/location?"
* "Any interesting projects you're currently working on?"
* "What are your thoughts on the latest industry trends?"
* "Have you attended any other conferences/seminars recently?"
* "Are you familiar with the keynote speaker?"
* "What do you think of the keynote address/presentation?"
* "Do you have any recommendations for good local restaurants or attractions?"
* "How do you usually stay updated on industry news and developments?"
* "Are you enjoying your time here so far?"
* "What do you like most about working in your industry?"

Numbers

* 1 – one
* 2 – two
* 3 – three
* 4 – four
* 5 – five
* 6 – six
* 7 – seven
* 8 – eight
* 9 – nine
* 10 – ten
* 11 – eleven
* 12 – twelve
* 13 – thirteen
* 14 – fourteen
* 15 – fifteen
* 16 – sixteen
* 17 – seventeen
* 18 – eighteen
* 19 – nineteen
* 20 – twenty
* 30 – thirty
* 40 – forty
* 50 – fifty
* 60 – sixty
* 70 – seventy
* 80 – eighty
* 90 – ninety
* 100 – one/a hundred

Use of prepositions:

* **at** for a PRECISE TIME
* **in** for MONTHS, YEARS, CENTURIES and LONG PERIODS
* **on** for DAYS and DATES

|  |  |  |
| --- | --- | --- |
| **at PRECISE TIME** | **in MONTHS, YEARS, CENTURIES and LONG PERIODS** | **on DAYS and DATES** |
| at 3 o'clock | in May | on Sunday |
| at 10.30am | in summer | on Tuesdays |
| at noon | in the summer | on 6 March |
| at dinnertime | in 1990 | on 25 Dec. 2010 |
| at bedtime | in the 1990s | on Christmas Day |
| at sunrise | in the next century | on Independence Day |
| at sunset | in the Ice Age | on my birthday |
| at the moment | in the past/future | on New Year's Eve |

Look at these examples:

* I have a meeting **at** 9am.
* The shop closes **at** midnight.
* Jane went home **at** lunchtime.
* In England, it often snows **in** December.
* Do you think we will go to Jupiter **in** the future?
* There should be a lot of progress **in** the next century.
* Do you work **on** Mondays?
* Her birthday is **on** 20 November.
* Where will you be **on** New Year's Day?

Notice the use of the preposition of time **at** in the following standard expressions:

|  |  |
| --- | --- |
| **Expression** | **Example** |
| at night | The stars shine **at night**. |
| at the weekend\* | I don't usually work **at the weekend**. |
| at Christmas\*/Easter | I stay with my family **at Christmas**. |
| at the same time | We finished the test **at the same time**. |
| at present | He's not home **at present**. Try later. |

\*Note that in some varieties of English people say "on the weekend" and "on Christmas".

Notice the use of the prepositions of time **in** and **on** in these common expressions:

|  |  |
| --- | --- |
| **in** | **on** |
| in the morning | on Tuesday morning |
| in the mornings | on Saturday mornings |
| in the afternoon(s) | on Sunday afternoon(s) |
| in the evening(s) | on Monday evening(s) |

When we say **last, next, every, this** we do not also use **at, in, on**.

* I went to London **last** June. (***not*** in last June)
* He's coming back **next** Tuesday. (***not*** on next Tuesday)
* I go home **every** Easter. (***not*** at every Easter)
* We'll call you **this** evening. (***not*** in this evening)