



# ENGLISH FOR FINANCE AND BANKING

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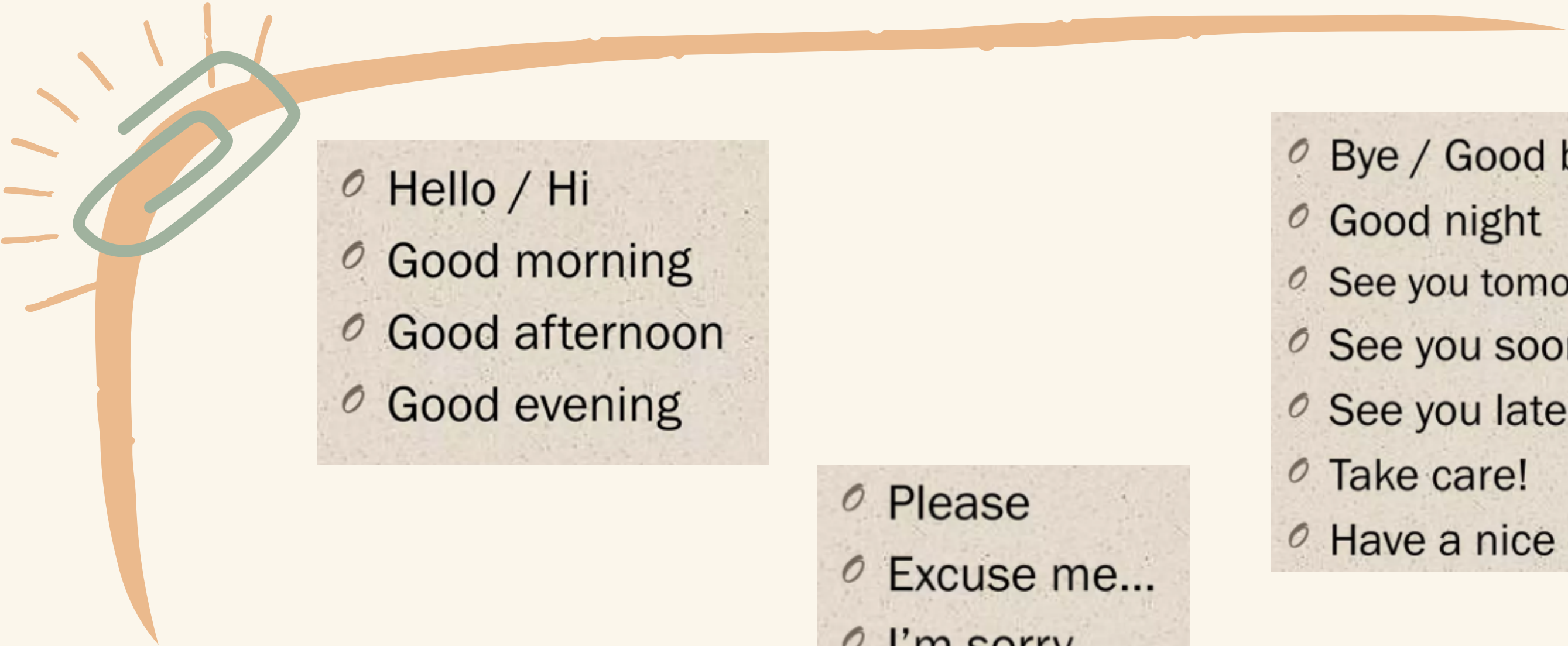
**FIN2701**  
**FMS-SSRU**



# WHY PROFESSIONAL INTRODUCTIONS MATTER

- First impressions formed in 7 seconds
- Professional communication = Career success
- Global business requires English skills

# KEY GREETINGS

- 
- o Hello / Hi
  - o Good morning
  - o Good afternoon
  - o Good evening

- o Please
- o Excuse me...
- o I'm sorry
- o Thank you

- o Bye / Good bye
- o Good night
- o See you tomorrow
- o See you soon
- o See you later
- o Take care!
- o Have a nice day!

# SELF INTRODUCTION SENTENCE STRUCTURE

Greeting + Name

Position/Job Title

Department/Company

Closing/Response

Example: Good morning, my name is Somchai  
Wongsiri. I am a marketing manager. I work in the  
marketing department at ABC Company. Nice to meet  
you

# SELF INTRODUCTION SENTENCE STRUCTURE

## Nickname?

How to structure the  
sentence?

Example: Hi. My name is  
Kopkeaw Limboonthong.  
You can call me Som.  
Som is my nickname.

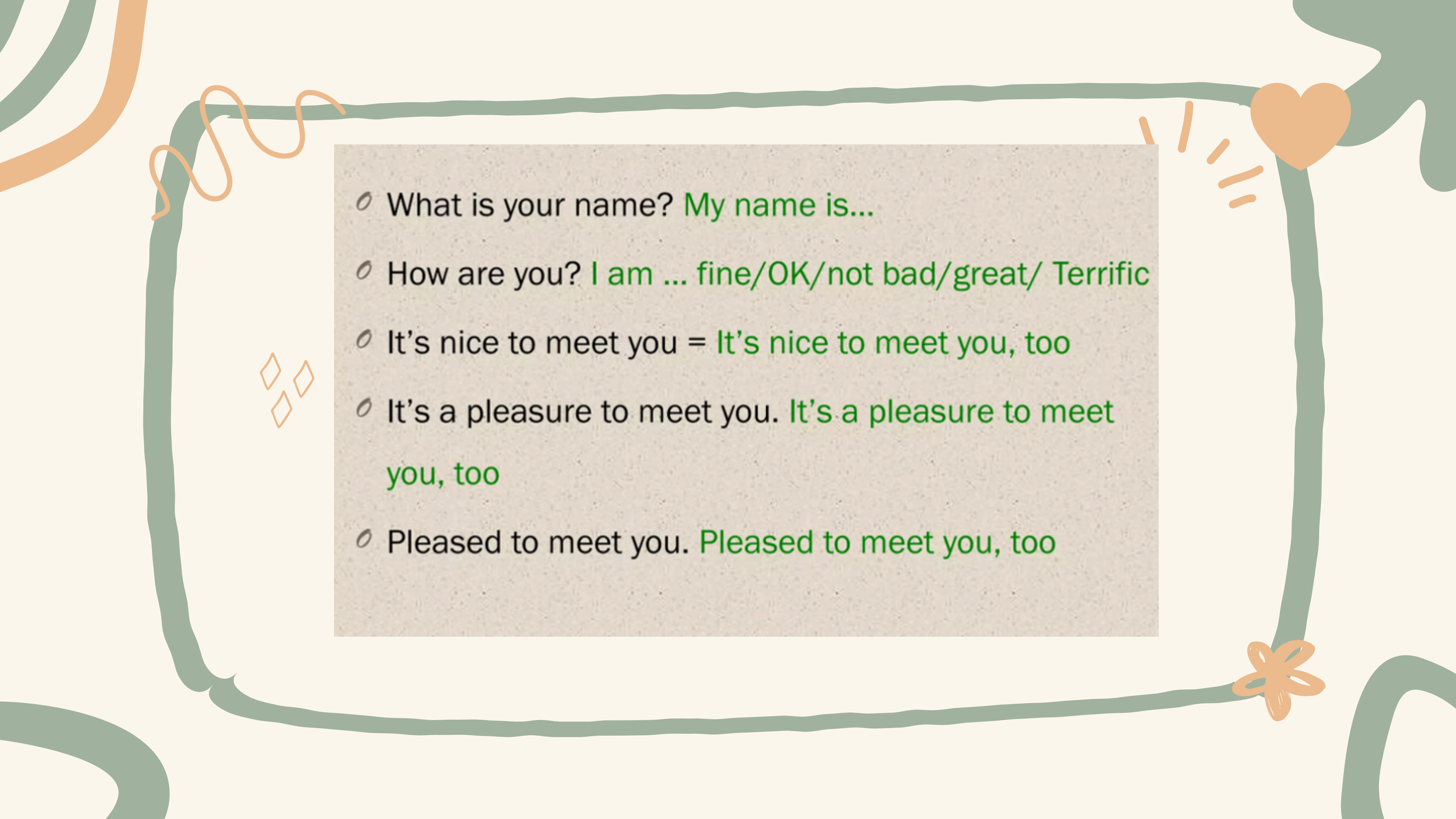
A: Hi! My name is \_\_\_\_\_.  
What's your name?

B: Hi! I'm \_\_\_\_\_.  
You can call me \_\_\_\_\_.  
\_\_\_\_\_ is my nickname.

A: Nice to meet you \_\_\_\_\_.  
How are you?

B: Nice to \_\_\_\_\_. I'm \_\_\_\_\_.  
Thank you. And \_\_\_\_\_?

A: I'm \_\_\_\_\_. Thank you.

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- o What is your name? My name is...
  - o How are you? I am ... fine/OK/not bad/great/ Terrific
  - o It's nice to meet you = It's nice to meet you, too
  - o It's a pleasure to meet you. It's a pleasure to meet you, too
  - o Pleased to meet you. Pleased to meet you, too

# Introducing Yourself

- Greetings
- Intention
  - *Let me introduce myself*
  - *I would like to introduce myself*
  - *I'd like to introduce myself*
- Name
  - *My name is..*
  - *I am.....*
  - *You can call me..*
- Address/Origin
  - *I am from...*
  - *I live in...*
  - *I come from...*

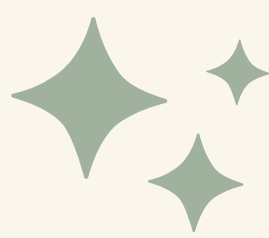


# INTRODUCING SOMEONE ELSE



## Sentence Structure

Address the person being introduced to first  
Introduce the new person  
Add helpful context

- "I'd like you to meet..."
  - "May I introduce..."
  - "This is my colleague..."
  - "Please welcome..."
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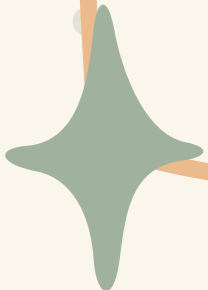
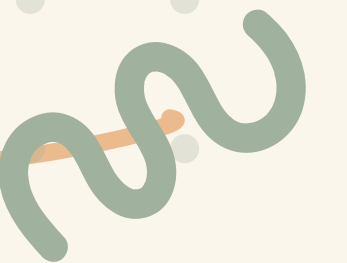
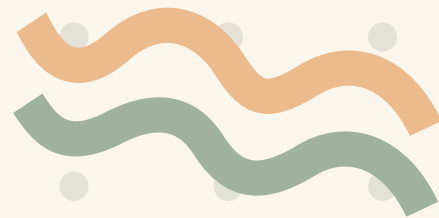
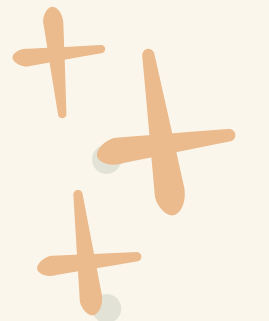
Example: Mr. John, I would like you to meet Ms. Siriporn.  
She's our new marketing coordinator.



# KEY VOCABULARY

|                     |                 |                   |
|---------------------|-----------------|-------------------|
| <b>Manager</b>      | MAN-uh-jer      | แมนะ-เจอร์        |
| <b>Director</b>     | di-REK-ter      | ได-เร็ค-เตอร์     |
| <b>Accountant</b>   | uh-KOWN-tuhnt   | อะ-เคาน์-แตนท์    |
| <b>Secretary</b>    | SEK-ruh-ter-ee  | เซ็ค-รี-เทอ-รี    |
| <b>Assistant</b>    | uh-SIS-tuhnt    | แอส-ซิส-แตนท์     |
| <b>Technician</b>   | tek-NISH-uhn    | เทค-นิช-เชียน     |
| <b>Receptionist</b> | ri-SEP-shun-ist | รี-เซพ-ชัน-นิสต์  |
| <b>Analyst</b>      | AN-uh-list      | แอน-อะ-ลิสท์      |
| <b>Consultant</b>   | kun-SUL-tuhnt   | คอน-ซัล-แตนท์     |
| <b>Supervisor</b>   | SOO-per-vy-zer  | ซู-เปอร์-ไว-เซอร์ |
| <b>Salesperson</b>  | SAYLZ-per-suhn  | เซลส์-เพอร์-สัน   |
| <b>Employee</b>     | em-PLOY-ee      | เอ็ม-พลอย-อี      |
| <b>Employer</b>     | em-PLOY-er      | เอ็ม-พลอย-เออร์   |
| <b>Contract</b>     | KON-trakt       | คอน-แทรค          |
| <b>Client</b>       | KLY-ent         | ไคล-แอนต์         |

# ACTIVITY TIME





THANK  
YOU



SEE YOU NEXT TIME

