Networking events English

English for networking at conferences and events: starting a conversation with a stranger, introducing yourself and your work, finding common ground, exchanging contact details and following up.

Model dialogue

Olivia	Hi, do you mind if I join you? Is this your first time at this conference?
Ravi	Not at all. Yes, it's my first time. I'm Ravi.
Olivia	Nice to meet you, Ravi. I'm Olivia. What line of work are you in?
Ravi	I work in logistics for a food company. What about you?
Olivia	I help small businesses manage their online stores. What brings you to the event?
Ravi	I'm looking for new software for our warehouses.
Olivia	That's interesting. You should talk to my colleague Ana. She works with warehouse systems.
Ravi	That would be great. Here's my card.
Olivia	Thanks. It would be great to stay in touch. I'll send you an email next week with Ana's details.
Ravi	Perfect. It was great meeting you.

Key vocabulary

Word	Meaning	Example
networking	meeting people who can help your career or business	Networking is an important part of the job.
contact	a person you know who can help you	She has great contacts in the industry.
business card	a small card with your name and job details	Don't forget to bring business cards.
elevator pitch	a very short description of what you do	Practice your elevator pitch.
follow up	to contact someone again after meeting	Always follow up within a week.
industry	a type of business	I've worked in the tech industry for ten years.
attendee	a person at an event	There were 500 attendees.
keynote	the main talk at a conference	The keynote was about AI.

Useful phrases

Starting a conversation

Hi, do you mind if I join you?	approaching someone
Is this your first time at this conference?	opening question
What did you think of the last talk?	talking about the event
Are you here with your company?	asking about work

Introducing yourself and your work

I work in product design for a health app.	your field
I help small businesses manage their finances.	describing what you do
What line of work are you in?	asking about someone's job
What brings you to the event?	asking about reasons

Finding common ground

That's interesting. How did you get into that?	showing interest
We actually have something in common.	finding a link
You should talk to my colleague Ana. She works on that too.	connecting people
What are you working on at the moment?	asking about projects

Exchanging details and following up

Here's my card.	giving a business card
Shall we connect on LinkedIn?	connecting online
It would be great to stay in touch.	suggesting future contact
I'll send you an email next week.	follow-up
It was great meeting you.	ending

Practice and role-play

A. Complete the phrases

Write one word in each gap.

1. Hi, do you _____ if I join you?
2. What line of _____ are you in?
3. What _____ you to the event?
4. We actually have something in _____.
5. Here's my _____.
6. It would be great to stay in _____.
7. It was great _____ you.
8. That's interesting. How did you get _____ that?

B. Correct the mistakes

Each sentence has one mistake. Rewrite it correctly.

1. I work as a designer in a health app.

2. What is your work?

3. Nice to meet you too much.

4. Let's keep in contact.

C. Role-play

Student A. You are at a conference about tourism. You run a small tour company and want to find hotels to work with. Start a conversation, explain what you do, and exchange details.

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Student B. You manage a boutique hotel and want more international guests. Answer, ask about the other person's work, and suggest a follow-up.

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Answer key

A: 1 mind · 2 work · 3 brings · 4 common · 5 card · 6 touch · 7 meeting · 8 into

B: 1 I work as a designer for a health app. · 2 What do you do? / What line of work are you in? · 3 It was great meeting you. · 4 Let's stay in touch.