

## **Guided Tour of the University, Faculty, Department**

**I. Check that everybody is present.**

**II. Introduce yourself and welcome the visitors.**

**III. Tell them how long the tour will last and give a brief itinerary of what they are going to see.**

**IV. Describe the general layout of the campus, preferably with the aid of a site map.**

**V. Start the tour.**

**VI. Introduce the people.**

**VII. Finish the tour.**

### **I. Check that everybody is present.**

While you are waiting for everybody to arrive you could engage in 'small talk'. Ask for example about their accommodation, flight, how they like the city, the weather, etc.

*How is your hotel?*

*How was your flight/journey?*

*Have you had a chance to look around the city yet?*

*Sorry we didn't arrange better weather for you!*

*Is everybody here?*

### **II. Introduce yourself and welcome the visitors.**

When you think everybody has arrived, gain the visitors' attention, smile and introduce yourself loudly and clearly - especially if you are outside, because sound does not carry well out of doors. Then welcome them to the university.

*Hello everybody, my name is ..... and I am (job title/function).*

*Welcome to .....*

### **III. Tell them how long the tour will last and give a brief itinerary of what they are going to see.**

*The tour will last about one hour .... first we'll have a look at ... and then .... and finally we'll ...*

### **IV. Describe the general layout of the campus (preferably with the aid of a site map), the Faculty/the Department.**

*We are here ....*

*This is ...*

*Over there you can see ...*

### **V. Start the tour.**

*So, before we start, do you have any questions?*

*OK, let's go.*

*Right, this is/these are ....*

*Please be careful here (e.g. because the laboratories are in use).*

*The Dean's Office/Our Department/the lab is on the third floor. We'd better take the lift.*

## **VI. Introduce the people.**

### **On formal occasions:**

#### **Introduction**

*Doctor Nový, may I introduce/let me introduce  
I'd like to introduce Doctor Brown,  
Vice-Chancellor of the University of ...  
Doctor Brown is .....  
Ladies and gentlemen, I'd like to introduce  
you to the Dean/Head of the Department,  
Doctor/Professor Zahradník*

#### **Possible answers**

*How do you do?  
Pleased to meet you.  
I am delighted to meet you.  
I have been looking forward  
to meeting you.*

### **On less formal occasions: (e.g. introducing colleagues in the Department)**

#### **Introduction**

*Paul, I'd like you to meet my colleague, Jan Černý.  
He is very much engaged in research into ...  
He teaches courses in ...  
He is a member of our research team.  
He is responsible for ...*

*Have you met Jan Černý? He .....*

*Do you know Jitka Černá, our secretary?*

#### **Possible answers**

*Pleased to meet you./How do you do?*

*No, I don't think I have. Pleased to  
meet you./How do you do?*

*No, I don't think so. How do you do?*

### **On informal occasions (e.g. at a party for conference participants most of whom are already on first name terms)**

#### **Introduction**

*John, meet Karel.  
Oh look, here's Karel. John, meet Karel.  
John – Karel. Karel – John.*

#### **Possible answers**

*Nice/Good to meet you.*

## **VII. Finish the tour**

*So, ladies and gentlemen, thank you very much for your attention.*

*That brings us to the end of our tour of the University/Faculty.*

*I hope you found it interesting.*

*Do you have any questions?*

*We can now have a break for lunch/coffee.*

*It was a pleasure to meet you all, I look forward to seeing you all again at the conference dinner this evening.*