

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.*