



Focus: Introducing yourself clearly, understanding team culture, clarifying expectations, expressing enthusiasm or uncertainty professionally

Joining New Teams or Departments



The English Hub

Welcome & Objectives

By the end of this lesson, you will be able to:

- Introduce themselves effectively in a new team
- Ask about expectations and team norms
- Use grammar to describe recent changes
- Build rapport using polite language
- Express both confidence and the need for support appropriately



Introduction

Starting in a new team can be exciting but also overwhelming. This lesson gives you the language to communicate clearly, ask the right questions, and build strong first impressions in your new department.

Warm-up Discussion:

Have you ever joined a new team where everyone already knew each other?

What made it easy or difficult to fit in?



Vocabulary – Transition & Adaptation

Useful expressions when joining a new team:

Phrase	Usage
“I’ve just joined the [team/department]...”	Announcing new role
“Still getting up to speed on...”	Managing expectations
“Looking forward to collaborating...”	Positive engagement
“Who should I speak to about...?”	Navigating structure
“Could you help me understand how we...”	Learning team norms

Task: Practise using one of the phrases from above, for the following scenario:

You’re in the Monday morning team meeting, and it’s your first time meeting everyone.

Grammar – Present Perfect for Recent Changes

We use **present perfect** to talk about recent experiences or situations that still affect the present.

Structure:

Subject + have/has + past participle

Examples:

- “I’ve just started working with the logistics team.”
- “She has joined our project recently.”
- “We’ve been working together for two weeks.”

Task: Use the following verbs to make ‘new team’ based sentences using the present perfect tense.→ student makes “new team” sentences using present perfect.

1. Join
2. Collaborate
3. Attend

Example: *join*: “I’ve just joined the logistics team.”



Activity – Introduce Yourself to the Team

Task: Have a go at giving a 30 second introduction including:

- Name & department
- Previous experience
- What they're excited to learn
- A soft request or question (e.g. "I'd appreciate any tips!")

Focus: clarity, confidence, polite tone

Grammar – “Used to” vs. “Getting used to”

The terms “**used to**” and “**getting used to**” Great for talking about adjusting to new ways of working.

Examples:

- “I used to work in a smaller team.”
- “I’m getting used to the faster pace here.”
- “It took me a while to get used to the new system.”

Task: Share 3 sentences using the terms “used to” and “getting used to” with examples from your job or current transition.



Listening Task – Welcome Conversation

Your tutor will read out the following statement:

“Hi, welcome on board! We usually start the day with a short check-in. Let me know if you have any questions.”

Discuss:

- What's being offered?
- What does “on board” mean here?
- How could you respond to this welcome?

Activity – Questions to Ask Your New Team

Your tutor will read out the following scenario:

Imagine you've just joined the product team. After introducing yourself, you want to understand who does what. Imagine your tutor is your colleague.

Task: Build **two polite questions** for your colleague using:

“Could you explain...?”

“Would you mind telling me...?”

Follow-up: discuss which question is better for a formal vs. casual settings



Grammar – Present Continuous for Ongoing Activities

We use present continuous for temporary tasks or things happening now.

Examples:

- “I’m learning how the reporting tools work.”
- “We’re currently onboarding two new hires.”
- “I’m still getting used to the system.”

Task: Use the verbs below and build a short sentence by using the present continuous tense.

1. Train
2. Help
3. Shadow

Example: “I was shadowing the new product manager for a week, to help them get used to the environment”

You've Just Joined a Team

Scenario: Imagine you're on a team call and your manager has asked you to introduce yourself. Your tutor will pretend to be your manager.

Task: Have a go at introducing yourself, using the following structure:

- Greet politely
- Mention background
- Say what they're learning or working on
- Ask a polite question

Activity – Clarifying Roles

Your tutor will read out the following dialogue:

A: “I thought Sarah handled that.”

B: “Actually, it’s me now, I’ve taken over since last month.”

Task: Use a similar clarification structure, using: “actually,” “now,” and “I’ve been...” for the following:

Scenario:

You’re in a team meeting discussing the upcoming client presentation. Someone says,

“I thought James was preparing the slides.”

But in reality, **you** took over that task from James last week.



Cultural Awareness – Hierarchy & Role Confusion

In some workplaces, roles are flexible. In others, there's a strict structure.

Discuss:

What are you used to?

Is it common in your culture to speak up if you're unsure of your role?

Share any different expectations you have in new teams.

Grammar – Passive Voice to Show Transitions

Passive voice is useful when the focus is on the **task**, not the person.

Examples:

- “The onboarding materials were updated last week.”
- “The meeting has been moved to Tuesday.”

Task: Rephrase the following direct team announcements in passive voice:

- “They will release the quarterly report next Monday.”
- “The HR team will send the new contracts tomorrow.”
- “I moved the meeting to Tuesday.”

Example:

Direct: “We updated the onboarding materials last week.”

Passive: “The onboarding materials were updated last week.”



Pronunciation – Linking When Introducing Yourself

Practise repeating the following sentence starters after your tutor, to improve pronunciation and fluency:

“I’ve just joined...”

“I’m currently working with...”

“We’re still figuring things out...”

Tip: Focus on smoothness and intonation

Task: Complete the sentences using work examples; or relate them to your current role.

Example: I’m currently working with a new company, that requires less time at the office”.



Reading Task – Internal Welcome Email

Have a go at reading the text below to your tutor:

“Hi Maria, welcome to the sales team! You’ll be working closely with James and Meera on our key client accounts. We’re excited to have you on board; your experience will be a great asset to the team. Let us know if there’s anything you need to get started smoothly.”

Discuss:

- Who are Maria’s main contacts in the team, and what will they work on together?
- How would you describe the tone of this welcome message?
- How could Maria reply in a way that shows enthusiasm and readiness to contribute?
- What other details could be added to make this welcome message even more helpful for a newcomer?



Grammar – Future “Going to” for New Plans

The term “**going to**” is used for scheduled or planned team activities.

Examples:

- “I’m **going to** meet with the marketing lead tomorrow.”
- “We’re **going to** review the onboarding checklist.”

Task: Create 2 “going to” sentences based on examples which relate to your workplace or job role.



Roleplay – Asking for Help (Politely)

Scenario:

Imagine you've just been introduced to a new workflow in your company, but you're feeling a bit lost. You're not sure exactly what the process involves, who is in charge of it, or whether it's OK to request extra help.

Create a dialogue with your tutor, and ask the following:

- What the process is
- Who to ask
- If it's OK to ask for support

Tip: Use “Would you mind...?”, “I’m still learning...”, “Could I ask...”



Activity – Two Truths, One Support Need

Task: Imagine it's your **first week** in a new team (relate to your own role at work). You've been in a few meetings, read some onboarding materials, and met several colleagues. Your manager asks in a check-in meeting, *"How are you settling in so far?"*

Your tutor will pretend to be your manager.

Respond to your manager by including:

- **Two things you already understand about how the team works.**

Example:

"I know who handles reports and where the shared folder is."

- **One thing you're still unsure about, say it politely.**

Example:

"I'm still learning how we assign deadlines."

