

First Introductions at the Branch

Role-Play Scenario

A vendor partner arrives at **NTL ESV Tower** for a scheduled meeting. You are the first staff member they encounter. You must introduce yourself professionally, explain your role and main responsibilities, and ask how you can help them.

Your Role: NTL Staff Member

Partner Role: External Vendor



Support Framework:

1. Professional Greeting
2. State Name/Nickname
3. Mention Role & Department
4. Specify Location/Branch
5. Brief Responsibility Overview
6. Polite Offer of Assistance

Practice this scenario multiple times, focusing on natural delivery and confident body language. Remember to maintain eye contact and speak clearly.



Student Writing Area: Write your role's dialogue lines for this scenario (6-8 complete sentences)
