

Unit 1 Listening 1.1

Complete the phrases from the listening

take for
add
get
review
schedule

respond (how)
put sb
nod
sign of
wave

do
give
gesture was
pave
recognize

Article

blow sb's mind	a problem or difficulty that is likely to happen in a particular job, course of action, or activity
bounce ideas off sb	a word made up from the first letters of the name of something such as an organization
pitfall	an expression or word used in informal conversation
do's and don'ts	an idea/phrase that has been used so much that it is not effective or does not have any meaning any longer:
colloquialism	things that you should and should not do in a particular situation:
cliché	to make you feel very surprised and excited by something:
acronym	to talk about your ideas with someone in order to get their opinion:
jargon	words/expressions used in a particular profession which are difficult for other people to understand

Qs

1. Why is it important to take language and cultural differences into account? (2)
2. Why is "business as usual" risky? (3)
3. Give examples of planning tips (5)
4. Why do you think is rehearsing a presentation useful? (6)
5. What might be the outcome of such rehearsal?
6. Give tips how to make your presentations as comprehensible as possible. (8,9)
7. Why should the expressions listed in paragraph 10 be avoided? (10)
8. How should a presenter handle questions? (11)
9. Why can facial expressions cause misinterpretation? Give examples. (11)

Business idioms Complete the sentences with appropriate idioms

We _____ that suggestion _____ and in the end decided to go ahead.
He said \$25,000 but it's just a _____
The fund has a good _____ of investing in the equity market.
We're still _____ 10% growth
Climbing is a dangerous sport and the _____
The changes will affect local authorities _____
Moving to Spain will be better for you _____
It's a _____, but someone might recognise her from the photo.
The _____ in favour of a Russian victory
I am looking for an assistant who's really _____
His theories gradually _____ among academics.

across the board
ball-park figure
gained ground
in the long run
kick around
long shot
odds are
on the ball
on track for
stakes are high
track record

Listening 1.2

Complete the sentences with appropriate expressions

1. Professor Konrad prefers to _____ by his first name.
2. Melanie thinks there are many _____ when entering new markets.
3. Melanie is giving a _____ tomorrow at 5 p.m.
4. Konrad cannot attend her seminar due to _____
5. Melanie says it is a _____ that both their children play basketball.
6. The topic of Melanie's presentations is how companies adapt their culture _____ international mergers.
7. She has done a lot of research into how international bank mergers may _____ if cultural issues are not _____
8. Konrad offers Melanie his _____ and encourages her to e-mail him _____ if she has any questions about _____.
9. James is Konrad's _____
10. Konrad is _____ talk in 5 minutes.
11. James asked Konrad what he _____