

BUSINESS CONTACTS

GLOSSARY

business card – визитная карточка

contact – контакт

greet – приветствовать

greeting – приветствие

introduce – представлять

introduction – представление

job title – должность

law – закон

legal – юридический

nationality – гражданство

qualification – квалификация

qualify – обладать квалификацией

software – программное обеспечение

1.1. Vocabulary

Ex. 1. Match the words to their Russian equivalents.

1. business card	A. гражданство
2. contact	B. должность
3. greet	C. закон
4. greeting	D. контакт
5. introduce	E. квалификация
6. introduction	F. обладать квалификацией
7. job title	G. представление
8. law	H. представлять
9. legal	I. приветствие
10. nationality	J. приветствовать
11. qualification	K. программное обеспечение
12. qualify	L. визитная карточка
13. software	M. юридический

Ex. 2. Complete the sentences with the words in Ex. 1.

1. When you meet a new client, it's customary to ___ them with a firm handshake.
2. Always ensure your business practices are in line with local ___
3. Exchanging a ___ is a common first step in professional networking.
4. We need to develop new ___ to streamline our client communication.
5. Her impressive ___ in international finance made her a valuable asset to the team.
6. The new hire will ___ for the senior management position after completing the probationary period.
7. A proper ___ can set a positive tone for future negotiations.
8. My ___ is "Head of International Sales," which involves extensive travel.
9. It's crucial to establish a strong ___ with key decision-makers in the industry.
10. Understanding the ___ of your business partners can help navigate cultural nuances.
11. Before signing any agreement, always seek ___ advice to protect your company's interests.
12. He asked me to ___ him to the CEO at the networking event.
13. A warm and sincere ___ can make a lasting first impression.

1.1. Grammar

Ex. 1. Complete each sentence with the correct present simple form of the verb "to be."

1. My contact in Japan ___ Ms. Tanaka.
2. Good relationships ___ important in business.
3. We ___ a team. We ___ ready for work.
4. I ___ busy with the new contact list.
5. The new business cards ___ on the table.
6. His job ___ important. He ___ a manager.

7. They ___ new clients. They ___ from Germany.
8. You ___ always welcome here.
9. She ___ a good colleague. Her office ___ near mine.
10. The meeting ___ at 10 AM. It ___ important.
11. I ___ happy about our new plan.
12. Our office ___ in the city. It ___ big.
13. These events ___ good for us. They ___ for new friends.
14. The boss's assistant ___ very helpful. She ___ busy.
15. I ___ free now. I ___ ready for your call.

1.3. Reading

Ex. 1. Read the text.

The big business party started. I wanted to find a new contact. This would help my work.

I saw some people. My greeting had to be good. "HELLO, FUTURE PARTNERS!" I said loudly. People looked at me. I wanted to greet everyone well, but I was too loud.

"Let me introduce myself!" I said. My introduction was long. I talked about cheese and sleeping. I forgot my real job title. I gave them my business card. It said: "Brenda, Expert Sleeper."

A man looked at me. "Does that qualify you for a job?" he asked. He tried not to laugh. "Is that a real qualification?" I said, "Yes! It's important! Good sleep has great value for work."

We talked about new software for work. I said it could watch how much people sleep. Someone asked about legal rules. "Is there a law about sleeping at parties?" I asked. I wanted to sleep!

A kind lady asked my nationality. "Tired," I said. "And I need a big investment for a comfortable sofa." I even had a proposal for a short sleep time in the party's agenda. But it was not their strategy. Making contacts is hard work! Especially when your marketing plan is about sleeping!

Ex. 2. In the text, find the English equivalents to these words.

1. компания

2. коллега
3. встреча, совещание
4. клиент
5. проект
6. обсуждать
7. решение
8. опыт
9. информация
10. продукт
11. услуга
12. команда

Ex. 3. Choose the correct answer from the text.

1. Why did the narrator go to the business party?
 - a) To eat cheese.
 - b) To find a new contact.
 - c) To sleep.
 - d) To talk about legal rules.
2. How did the narrator greet people at the party?
 - a) Quietly and politely.
 - b) By singing a song.
 - c) Loudly, saying "HELLO, FUTURE PARTNERS!"
 - d) By giving them a comfortable sofa.
3. What was written on the narrator's business card?
 - a) "Brenda, Business Contact."
 - b) "Brenda, Expert Sleeper."
 - c) "Brenda, Software Developer."
 - d) "Brenda, Party Organizer."

4. What did the narrator say about good sleep?
 - a) It's not important for work.
 - b) It has great value for work.
 - c) It helps you forget your job title.
 - d) It is only for parties.
5. What did the narrator propose for the party's agenda?
 - a) More food and drinks.
 - b) A new game.
 - c) A short sleep time.
 - d) A long discussion about legal rules.
6. What was the narrator's "marketing plan" about?
 - a) New software.
 - b) Finding clients.
 - c) Sleeping.
 - d) Business cards.

1.4. Communication

Ex. 1. Match these English sentences with their Russian equivalents.

1. Мы деловые партнеры.	A. Hello, my name is Anna.
2. Привет, меня зовут Анна.	B. This is my colleague, Tom.
3. Она новый менеджер.	C. Nice to meet you, Tom.
4. Позвольте мне представить вам Марию.	D. I work at ABC Company.
5. Я работаю в компании ABC.	E. She is the new manager.
6. Приятно познакомиться, Том.	F. He is an accountant.
7. Это мой коллега, Том.	G. Let me introduce you to Maria.
8. Он бухгалтер.	H. We are business partners.