

UNIT 6.3

FURTHER PRACTICE

1. Speaking

Look at Jim's diary for next week and study the examples. Then complete the conversation between Jessica and Jim's secretary. It is now Friday 11th.

Mon 14th

a.m. visit Bielefeld factory

p.m. meet Korean visitors

Tues 15th

a.m. 9-10 give talk on word-of-mouth advertising

p.m. prepare departmental meeting

Wed 16th

a.m. 10 - 11.30 departmental meeting

p.m. to Geneva

Thurs 17th

a.m. Geneva

p.m.

Fri 18th

a.m. Geneva

p.m.

Sat 19th

a.m.

p.m. back from Geneva

Sun 20th

a.m.

p.m.

Notes

Jessica: Hello. I'd like to make an appointment to see Jim on Wednesday afternoon.

Secretary: I'm afraid Mr Jim is¹ then and he's out² until Saturday.

Jessica: Right. How about Monday?

Secretary: He's tied up all day Monday. Would Tuesday suit you?

Jessica: Tuesday? Fine. What sort of time?

Secretary: Well, he's³ until ten o'clock, but he could see you after that. Otherwise in the afternoon he's⁴ but I'm sure he could fit you in.

Jessica: Three o'clock would be great.

Secretary: three. Right. I've made a note of that. I'll call you back to confirm the appointment.

Jessica: Thank you very much.

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2. Writing

Andrea receives this e-mail from Stockholm informing her about some changes. Complete the e-mail with words from the box.

sending are leaving cannot has to have to seeing

Thanks for¹ the schedule.

Unfortunately, we² change our plans owing to unexpected problems here at headquarters.

We³ leave on Wednesday 24th as we intended. Instead, we⁴ for Budapest on Thursday 25th on the same flight and returning to Stockholm on the Saturday morning.

The performance evaluation is very important. We want to have at least two full hours for that. The meeting with Ms Koltai⁵ be after that, either later in the day or the day after, whichever is more convenient.

Apart from that, feel free to make any other changes you like. I apologise for the inconvenience this may cause you. Looking forward to⁶ you soon.

Write an e-mail (35-45 words) to all sales staff.

- Inform them of the change of time.
- Encourage everybody to be there.
- Apologise for possible inconvenience.

From: Andrea@freemail.hu

To: Sales staff

Subject: Visit from International Headquarters, Stockholm

Date: 16th May

Unfortunately our guests from Stockholm.....

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3. These words and phrases refer to the future. Put them in order, starting with the soonest. Today is 1st June.

- | | |
|-------------------------------|---------------------------------|
| a. in four days' time | f. the day after tomorrow |
| b. in ten minutes | g. the week after next |
| c. in three weeks' time | h. tomorrow morning |
| d. next month | i. tonight |
| e. next year | |

4. Complete these sentences using the present continuous form of the verb in brackets.

- a. What they next week? (do)
- b. They not They're on holiday. (work)
- c. He sales meeting tomorrow. (attend)

5. Complete these sentences using the present continuous form of the verb in brackets.

I¹ (meet) Mr Yamashiro next week. He² (arrive) on Tuesday night. On Wednesday, I³ (take) him to the factory. I⁴ (not see) him on Thursday. But I⁵ (drive) him to the airport on Friday.

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6. Read the text below about setting up a business abroad. In each line 1-8 there is one wrong word. For each line, underline the wrong word in the text and write the correct word in the space provided.

Deciding to move abroad to set up your own business is probably one of a 1.

biggest decisions you will ever made. That is why you should plan your move 2.

well in advance. Firstly, it is a good idea to make several visit to the area where 3.

you intend to relocate. This will allow you to research your customers base, to 4.

assess local competition and to make usefully business contacts. 5.

Secondly, you could begin to learn the language of the country were you want 6.

to go. As the way people doing business varies from one country to another, you 7.

also need to learn about the culture, local costumes and business etiquette. 8.