

Name: Class:

Reading: A1
Business cards

Read four business cards to practise and improve your reading skills.

Before reading

Do the preparation task first. Then read the text and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

1. education
2. a head
3. marketing
4. international
5. telecommunications
6. a sales representative

Definitions

- a. a manager or leader of a group or department
- b. connected to promoting or advertising a product
- c. connected to teaching, training or schools
- d. happening in more than one country
- e. connected to exchanging information by telephone, television, radio, the internet, etc.
- f. someone who visits people to sell them products or services

Circle the best answer.

Reading text: Business cards

KPD Foods	Bruno Silva <i>Head of Marketing</i>
Address: Avenida Paulista 53, Bela Vista, São Paulo, 01311-914, Brazil Tel: (+55) 11 8134 7706 Email: bruno.silva@KPDFoods.com	

1. Who should you contact to talk about teaching and schools?
a. Bruno b. Olivia c. Ji-Yeon d. Rashid
2. Who should you see if you want to do a tour?
a. Bruno b. Olivia c. Ji-Yeon d. Rashid
3. Who should you see if you want to talk about mobile phone technology?
a. Bruno b. Olivia c. Ji-Yeon d. Rashid
4. Who should you see if you want to talk about promoting fruit and vegetables?
a. Bruno b. Olivia c. Ji-Yeon d. Rashid
5. Who works with people from different countries?
a. Bruno b. Olivia c. Ji-Yeon d. Rashid
6. Who works in the United Arab Emirates?
a. Bruno b. Olivia c. Ji-Yeon d. Rashid

Rashid Khan <i>Sales Representative</i>	Address: Hajar Road, Dubai, UAE Tel: (+971) 4 677 3355 Email: Rashid.Khan@ABCTravelDubai.com
ABC Travel	

Getty Telecommunications Ltd	Olivia Hoskins <i>International Project Manager</i>
Address: 700 Rockville Street, Monroe, New York 10950, USA Tel: (+1) 845 228 8396 Email: Olivia.Hoskins@GettyTel.com	

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