

Business Communication unit 9 New business

Business communication

- 1** Two business acquaintances meet up at a trade fair. Correct the mistakes in the phrases in *italics* in their conversation.

Barbara Is that you Josef? ¹*What you do here?*

Josef Hello, Barbara ²*I don't see you for ages.*

Barbara ³*How does life treat you?*

Josef I've been working on a big project for Avrim.
⁴*How's you with business?*

Barbara Well, I've moved house, changed jobs and I'm about to set up on my own. Actually, with that in mind, ⁵*could you make me a favour?*

Josef If I can – what do you need?

Barbara ⁶*The things is, I look for someone to come into partnership with me. Would you be interested?*

Josef Me? ⁷*That not something I can deciding on right now.*

Barbara OK. I'll email you more details and maybe we could discuss it over lunch.

Josef Well, ⁸*I'll surely think about it.*

- 2** Match 1–10 to a–j.

- 1 That's actually ____
 - 2 Let's chat ____
 - 3 By the way, could ____
 - 4 The thing is, we're looking ____
 - 5 It's been a long time since ____
 - 6 With that in mind, maybe ____
 - 7 What have you ____
 - 8 Are you still working ____
 - 9 I haven't seen you ____
 - 10 We're looking for an investor and ____
- a for SFL?
 - b I could ask you for a favour.
 - c for someone to help us out.
 - d we've been in contact.
 - e about that over dinner.
 - f I wondered if you were interested.
 - g for ages.
 - h been up to?
 - i you do me a favour?
 - j the reason why I'm calling.