

Student's Name: _____

Date: _____

I. READING COMPREHENSION & BUSINESS ETIQUETTE

Read the article about business travel and etiquette, then complete the exercises below.

The Global Professional

A.

In today's global business world, many employees travel for work. Take the example of Pierre Dubois. He is a French businessman. He is the sales manager of a company in Paris, but he spends 30% of his time in Tokyo. For Pierre, travel is interesting because he meets different nationalities.

However, there are problems. It is difficult to spend a lot of time away from home. Also, when he is in Japan, understanding business etiquette is important. In Tokyo, meetings often start with polite conversation, but British and Asian colleagues have different customs. Japanese professionals usually give their business cards at the start of a meeting, while British people give them at the end. In both places, socializing is common; colleagues often go to a restaurant for an informal dinner, but it is not a good idea to talk about politics or salaries.

Decide if the statements are TRUE or FALSE.

1. Pierre Dubois is from France. _____
2. He likes meeting people from other countries. _____
3. Spending time away from home is easy for him. _____

B. Choose the correct answer (a, b, or c).

4. When do Japanese professionals usually give business cards?
 - a) At the end of a meeting.
 - b) At the start of a meeting.
 - c) Never.
5. A topic you should avoid during polite business conversation is...
 - a) Salaries.
 - b) The weather.
 - c) Sport.

II. VOCABULARY: Countries, Nationalities, Continents & Jobs

A. Complete the missing information in the table (Country, Nationality, or Continent/Person).

Country / Continent	Nationality / Person
1. Brazil	_____
2. China	_____
3. Japan	_____
4. Europe	_____ (Person)
5. _____ (Continent)	Asian

B. Look at the information from a business card and label the parts (1-4) using the words in the box.

Address — Job Title — Company Name — Surname

- Bax Industries (1) _____
- Jan KOWALIK (2) _____ (Surname)
- Accountant (3) _____
- 23 Wood Road, Bristol (4) _____

C. Complete the sentences with a job from the box. Use "a" or "an" where necessary.

accountant — architect — lawyer — sales manager — receptionist

1. Marco helps people with legal problems. He is _____.
2. Susan welcomes visitors at the front desk. She is _____.
3. Mr. Smith manages the sales team. He is _____.

III. GRAMMAR: Verb To Be (Options, Short Answers & Negatives) & Articles

A. Circle the correct option.

1. We **am** / **is** / **are** from Poland, but we live in the UK.
2. **Is** / **Are** / **Am** Karlsco an American company?
3. This is **a** / **an** office in London.

B. Write the correct form of the verb "to be" (Use contractions like *isn't/aren't* where possible).

4. "Are you a student?" "Yes, I _____."

5. "Is he from Mexico?" "No, he _____."

6. Renault _____ (not) a German company; it is French.

IV. CAREER SKILLS & WRITING

A. Complete the conversation with the words in the box.

with — meet — name — do — from

- **John:** Hello. What's your (1) _____?
- **Jan:** My name is Jan Kowalik.
- **John:** Nice to (2) _____ you, Jan. I'm John Devlin. Where are you (3) _____?
- **Jan:** I'm from Poland.
- **John:** What company are you (4) _____?
- **Jan:** I'm with Bax Industries. And you? What do you (5) _____?
- **John:** I'm a finance manager.

B. Business Email

Write a short email (20-30 words) to Mr. Wilson introducing yourself. Include:

- Your name.
- Your nationality (Argentine).
- Your job or company.

To: Mr. Wilson

Subject: Information for Business Contacts magazine

Dear Mr. Wilson,

