2 **Use these linking words to complete the text.**

also	in fact	for example	and	such as	although	however

(1) ..... the communication process is always the same, it can take many different forms depending on the type of communication. (2) ....., in non-verbal communication, the code used could be gestures, body language, eye contact (3) ..... facial expressions, (4) ..... a smile.

From the above examples, it will be clear that communication is not just about the transfer of ideas; it is (5) ..... about feelings and emotions.

In a business context, meetings are often conducted in quite a relaxed way, with participants using first names and informal language. (6) ....., as soon as the meeting is official, minutes will be kept, following a standard format. What may first seem an informal situation may, (7) ....., be more important than it looks.

LIVEWORKSHEETS