



Small talk.

1. Use a microphone and headphones. Repeat these sentences. If the sentence is not written correctly, try again.
 - a. Let me introduce you to.
 - b. Nice to meet you.
 - c. Where are you from?
 - d. What do you do?
 - e. Lovely weather, isn't it?
 - f. Isn't this weather terrible?
 - g. What are your hobbies?
 - h. What do you like to do in your free-time?
 - i. Did you see the Barça football match last night?
 - j. Do you play badminton?
 - k. Have you tried the new Thai restaurant in Raval?
 - l. Do you know any good restaurants nearby?
2. Use a microphone and headphones. Repeat these sentences. If the sentence is not written correctly, try again.
 - a. This is Pamela.
 - b. She is a tall, muscular, young, brunette athlete.
 - c. She is from London.
 - d. She has chosen to study at ILB because she wants to pursue a career in International Trade.
 - e. She is twenty-one years old
 - f. She has worked as an administrative assistant.
 - g. She has three brothers and one sister.
 - h. Her hobbies or interests are sports and playing the piano.
 - i. Her favorite movie is The Silence of the lambs.
3. Most common phrasal verbs in business and small talk.
 - a. Match the sentences containing the phrasal verbs with the meanings of the phrasal verbs.

<p>I was called in by my boss.</p> <p>I need to catch up with my emails.</p> <p>We are putting in hours and hours.</p> <p>They won't give up their demands</p> <p>We shouldn't give in to bully tactics.</p> <p>Do you think they picked up the message?</p> <p>I'll get back to you on that. (<i>get back to sb.</i>)</p> <p>Can we work something out here?</p> <p>I agreed to step in for my colleague.</p> <p>You need to run this by the client.</p> <p>Who set this meeting up? (<i>set sth up</i>).</p> <p>My colleague put in a good word for me. (<i>put in sth.</i>)</p> <p>Team members always stick up for each other.</p> <p>I don't know who to turn to for help.</p> <p>You can always count on me.</p>	<p>abandon</p> <p>agree</p> <p>arrange</p> <p>asked to do something</p> <p>depend on someone</p> <p>do something that should be done</p> <p>get help from</p> <p>give</p> <p>receive</p> <p>reply</p> <p>say something positive</p> <p>support</p> <p>surrender</p> <p>take somebody's place</p> <p>tell</p>
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Source: Cumaraswamy Sreath, Shanthi, "30 phrasal verbs often used in business meetings and small talk",

b. Fill in the gaps. Use the phrasal verbs from activity A.

Let's take a look at a business meeting over coffee

Tony: Hello Jack. Sorry for being so late. Have you been waiting long?

Jack: Not too long. About half an hour.

Tony: Thank you for your patience. I was just walking out of the door when I was -

- (asked to do something) by my boss who wanted to introduce me to a long-standing client of the firm.

Jack: No problem at all. It gave me a chance to - (do something that should be done) my emails. What would you like? An espresso, cappuccino or latte?

Tony: I think I'll have a cappuccino.

Jack: That'll be one cappuccino and an espresso macchiato for me, thanks.

Jack: So, how's it going?

Tony: Oh you know, same old, same old....

Jack: How do you mean?

Tony: Well, you know we're working on this new rail project? Well, we've been -

- (give) hours and hours of work and we don't seem to be getting anywhere.

Jack: In what way, you're not getting anywhere?

Tony: The other side is insisting on double pay at the weekends for their employees and they simply won't - (abandon) their demands.

Jack: And that's something that's unacceptable for your clients?

Tony: Oh yes, they will not - (surrender) to bully tactics. Anyway, I don't want to talk about it. Let's change the subject. By the way, did you - (receive) the message I left you about the Deighton case?

Jack: Yes, I did. I'm sorry I meant to - (reply) you.

Tony: Well, what do you think? Do you think we could - (agree)?

Jack: In terms of what exactly?

Tony: Well, in terms of whether your firm would be prepared to - (take their place) should we need it?

Jack: I can't see that it would be a problem but I'll need to - this - (tell) my managing partner.

Tony: If you could do that sooner rather than later, I'd appreciate it.

Jack: I'll see what I can do.

Tony: Great. Now you - this meeting - (arranged) so what can I do for you?

Jack: Well, I was wondering if you could - - for me (say something positive) at the next AGM?

Tony: Of course, I could. After all, what are good friends for if we can't -
- (support) one another?

Jack: Oh, thanks so much. I really didn't know who I could - - (get help).

Tony: You can always - - (depend on) me.

Jack: You're not only a great client, but you're also a real friend.