UNIT 8: BUSINESS

READING SKILLS

Exercise 1: Reading for main ideas

Read the university magazine article.
Read the stories of some of our 5,000 Business School graduates.

Princeford University

Student profiles: Katy Chan

A _____

I didn't find a job straight away. I travelled for two or three months after my exams. I think that was a good experience. I worked hard when I was a student, and I needed a break, so I'm glad I did that. Then I found a job with a magazine, and worked writing business articles. I spent a few years there. After that, I got a job in the sales department of a very well-known car company. I was there for nine months, and one day I had a very interesting experience. My manager was ill, unfortunately, and he couldn't travel to an international business conference. All the famous car companies were there. I went instead of my manager, and I gave a presentation in front of 500 people! I remember being very worried before the presentation, but everything was fine in the end. Now, I think it was one of the most important experiences of my career. After that, I became a sales manager when I was only 25, and now I travel to over 30 cities every year, meeting and speaking to very important people in the car business.

B _____

I don't have one. Today I had a meeting with one of our customers. Tomorrow I'm flying to Hong Kong to see some designs for a new type of electric car. It's very exciting.

C _____

I read that it is one of the best Business schools in the country. I'm very glad I went there, because I had a great time. I met a lot of very talented people who taught me a lot. I also learnt a lot from my professors. They were great at giving interesting and lively presentations.

D _____

Do it. Be ready for problems, because every day brings problems. However, don't worry about things too much. Always do your best, and trust yourself.

LIVEWORKSHEETS

Choose the correct paragraph (A-D) for each heading.

Check

1 Why did you decide to study at Princeford University? _____

2 What advice would you give to someone who wants to study Business? _____

3 What did you do after leaving Princeford Business School? _____

4 What is a typical day for you? _____

Exercise 2: Reading for main ideas

Read the article again. Choose true or false for the statements below.

1 Katy wrote magazine articles for a car company.

- ◯ True
- ◯ False

2 She was happy that her manager was ill.

- ◯ True
- ◯ False

3 She didn't give a presentation with her manager.

- ◯ True
- ◯ False

4 The presentation was a good experience for Katy.

- ◯ True
- ◯ False

5 Katy does the same type of thing every day.

- ◯ True
- ◯ False

6 She probably spends a lot of time in different places.

- ◯ True
- ◯ False

7 Katy thinks Princeford is a good place to study Business.

- ◯ True
- ◯ False

8 She thinks working in business is always easy.

- ◯ True
- ◯ False

LIVEWORKSHEETS

Exercise 3: Working out meaning

Read the text again and look at the underlined words. Match the words and definitions.

talented	design	lively	straight away
trust	presentation	conference	career

1 a formal talk giving information about something _____

2 a drawing which shows how something is made _____

3 full of energy and interest _____

4 immediately, without waiting _____

5 showing natural ability to do something well _____

6 occupation or profession _____

7 a large meeting, lasting a few days, where people discuss their work _____

8 to believe something is good _____

LIVEWORKSHEETS