

Business communication

Complete the text using the following phrases in the right tense:

have a row – put somebody at ease – have a misunderstanding – put your foot in it – make small talk – make a good impression – tell a story – hit it off



Yesterday, I attended an important networking event organized by our industry association. I was a bit nervous at first, but one of the hosts quickly _____ by offering me a drink and asking about my work.

While waiting for the speeches to begin, I decided to _____ with a few people standing nearby. We talked about the weather, travel, and upcoming holidays – nothing too deep, but enough to break the ice.

I ended up speaking with a manager from a potential partner company. We really _____ and spent nearly an hour chatting. I even managed to _____ about a funny moment during a past project, which made her laugh and feel more connected.

Later on, I was introduced to the CEO of a major firm. I tried to _____ by being friendly and professional, but I accidentally _____ when I commented on how tired he looked – turns out he'd just come back from a funeral.

Things got worse when we seemed to _____ about the details of a recent deal. Luckily, we cleared it up quickly before it turned into something serious. At least we didn't _____ like two colleagues did during a panel discussion – it was very awkward!