

## Business Communication unit 9 New business

### Business communication

- 1** Two business acquaintances meet up at a trade fair. Correct the mistakes in the phrases in *italics* in their conversation.

Barbara Is that you Josef? <sup>1</sup>*What you do here?*

Josef Hello, Barbara <sup>2</sup>*I don't see you for ages.*

Barbara <sup>3</sup>*How does life treat you?*

Josef I've been working on a big project for Avrim.  
<sup>4</sup>*How's you with business?*

Barbara Well, I've moved house, changed jobs and I'm about to set up on my own. Actually, with that in mind, <sup>5</sup>*could you make me a favour?*

Josef If I can – what do you need?

Barbara <sup>6</sup>*The things is, I look for someone to come into partnership with me. Would you be interested?*

Josef Me? <sup>7</sup>*That not something I can deciding on right now.*

Barbara OK. I'll email you more details and maybe we could discuss it over lunch.

Josef Well, <sup>8</sup>*I'll surely think about it.*

- 2** Match 1–10 to a–j.

- 1 That's actually \_\_\_\_
  - 2 Let's chat \_\_\_\_
  - 3 By the way, could \_\_\_\_
  - 4 The thing is, we're looking \_\_\_\_
  - 5 It's been a long time since \_\_\_\_
  - 6 With that in mind, maybe \_\_\_\_
  - 7 What have you \_\_\_\_
  - 8 Are you still working \_\_\_\_
  - 9 I haven't seen you \_\_\_\_
  - 10 We're looking for an investor and \_\_\_\_
- a for SFL?
  - b I could ask you for a favour.
  - c for someone to help us out.
  - d we've been in contact.
  - e about that over dinner.
  - f I wondered if you were interested.
  - g for ages.
  - h been up to?
  - i you do me a favour?
  - j the reason why I'm calling.