

## 1 Being international

Complete these sentences using a suitable idiom from the box in the correct form.

get back on track   get someone's input on something   go over   keep track of  
kick around   kick off   run out of   stick to the point

- 1 I'm afraid I ..... handouts. If you give me your e-mail, I'll send you a copy.
- 2 The round-table discussion at the conference went off topic for a while, but then everyone .....
- 3 I'm sorry, I wasn't listening. Do you mind ..... the main points again?
- 4 Our boss never ..... in meetings. She's always going off on a tangent and telling us her views on the world.
- 5 I know we like it, but could we ..... our customers' ..... on the new slogan?
- 6 As you can see from the agenda, we've got a lot to get through today. I suggest Rachel ..... with the first item.
- 7 First of all, I'd like you to brainstorm and ..... some ideas on intercultural communication, and then we'll look at what the experts say.
- 8 When our British and American colleagues attend meetings, it's hard to ..... what they're saying. They use so many colloquial expressions.

Match the expressions (a-h) to the functions (1-8).

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|----------------------------|---|
| 1 Introducing yourself     | a) So, what did you think about the speaker's views?  |
| 2 Introducing others       | b) Would you be interested in a further meeting?      |
| 3 Expressing an opinion    | c) That'll be great! When did you have in mind?       |
| 4 Asking for an opinion    | d) I'd like you to meet my manager, Alex Prades.      |
| 5 Finding things in common | e) I'm not sure if I completely agreed with her.      |
| 6 Inviting someone         | f) Well, it's been great talking to you.              |
| 7 Accepting an invitation  | g) That's amazing! We were both born in Rome!         |
| 8 Finishing a conversation | h) Please call me Leszek. Here, take one of my cards. |