

Meeting Business Contacts

1.1 Listen to the man introducing himself. Decide whether these statements are TRUE (T) or FALSE (F)

- a. He lives in London.
- b. He has three very young children.
- c. He runs his own business.
- d. His business works for organizations across the USA and Asia.
- e. He helps leaders become better leaders.
- f. He always shakes hands when he meets people.

1.2 Listen to the second part of the interview. Complete the blanks with what Jeremy says about meeting new business contacts and exchanging business cards.

I usually say, "Hello, _____ are you?", "_____ do you come from?", "_____ do you do?". I usually find out what is important to them, _____ they are here. I usually wait until they ask me a question before I talk too much about myself. I usually _____ until the person I'm meeting _____ me a business card before I offer them mine, so we _____ at that point.