

## 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.



#### 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.

**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

### 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 \_\_\_\_\_