## DAY 1: ENGLISH FOR OFFICE AND BUSINESS CONVERSATIONS

### 1. Vocabulary

**1a. Match the word/ phrase with its definition**

| | |
|---|---|
| to give a presentation | the last day or time by which something must be completed. |
| business plan | to arrange a specific time and place for people to come together to discuss something. |
| get down to business | to start focusing on the main tasks or issues at hand without distractions. |
| deadline | a written document that outlines goals, strategies, and how a business will operate. |
| to schedule a meeting | to collaborate with others towards a common goal or task. |
| important details | to come up with creative ideas that are different from traditional ways of thinking. |
| think outside the box | to complete all tasks and work related to a particular assignment or goal. |
| professional skills | to show information to an audience using visual aids, speaking, or both. |
| to finish a project | key pieces of information that are necessary for understanding or completing something. |
| to work as a team | abilities and knowledge that help someone perform well in their job or career. |

### 2. Conversation

**2a. Choose the best answer a, b, c or d**

**1. What is the main focus of the conversation between Samantha and Mark?**

a. Discussing a new business venture

b. Preparing for an upcoming client meeting

c. Reviewing their company's financial performance

d. Planning their personal career goals

**2. Which of the following details does the conversation reveal about the project deadline?**

a. It is due at the beginning of the month

b. It is due at the end of the current month

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c. It is due in two weeks

d. It is due at the end of the year

**3. According to Mark, what should they aim to do in their presentation to the client?**

a. Highlight their technical skills and industry experience

b. Provide an in-depth analysis of the company's finances

c. Focus solely on innovative and unconventional ideas

d. Emphasize their professional skills and business plan

**4. What does Samantha suggest they need to do to impress the client?**

a. Conduct additional market research

b. Expand the project scope and timeline

c. Renegotiate the contract terms

d. Put in their best effort

**5. How do Samantha and Mark describe their working relationship?**

a. They often disagree on project priorities

b. They struggle to meet deadlines as a team

c. They work well together as partners

d. They are new colleagues who are still getting to know each other

**2b. Decide if the following statements are True or False**

1. The text states they need to schedule a meeting with the client, not that it is already scheduled.

2. The text confirms the project is due at the end of this month.

3. Mark mentions he has not yet prepared specific details for the presentation.

4. Samantha expresses her desire to finish the project on time.

5. Samantha thanks Mark for being organized and helping them stay focused.

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