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? [1]*What you do here?*

_____

Josef Hello, Barbara [2]*I don't see you for ages.*

_____

Barbara [3]*How does life treat you?*

_____

Josef I've been working on a big project for Avrim. [4]*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, [5]*could you make me a favour?*

_____

Josef If I can – what do you need?

Barbara [6]*The things is, I look for someone* to come into partnership with me. Would you be interested?

_____

Josef Me? [7]*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, [8]*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.

LIVEWORKSHEETS