

Exercise 1 CD1.8 Jeremy Keeley is a **consultant (chuyên gia tư vấn)** . Listen to him introducing himself in the first part of the **interview (phỏng vấn)** and decide whether these statements are true (T) or false (F). Correct the false ones.

1 He lives in London.

2 He has three very young children.

3 He runs his own business.

4 His business works for **organisations (tổ chức)** across the USA and Asia.

5 He helps leaders become better leaders.

6 He always **shakes hands (bắt tay)** when he meets people.

Exercise 2: CD1.9 Listen to the second part. Complete what Jeremy says about meeting new business contacts and exchanging business cards.

I usually say, 'Hello, (1)..... are you?', (2)..... do you come from?', (3)..... do you do?'. I usually find out (4) 's important to them,(5)..... they're there. I usually wait until they've asked me a question before I talk too much about myself.

I usually (6) until the person I'm meeting (7)..... me a business card before I offer them mine, so we'll (8)..... them at that point.

Exercise 3: A Complete the information about Ingrid with short forms of the verb to be.

My name.... Ingrid. I..... (2) a graphic designer. I.....(3) German and I..... (4) from Munich. I.....(5) married with two children. They..... (6) both in high school. Their school.....(7) near my office. My husband..... ... (8) an engineer. We.....(9) interested in travel and the cinema. My sister..... (10) an accountant.

Exercise 4: An interviewer asks people from different countries about their typical day. Listen and complete this chart.

	Rodolfo (Mexican)	Isabel (Swiss)	Sigrid (Austrian)
1 What do you do when you get to work?	check e-mail		
2 Where do you have lunch?			
3 How often do you travel on business?			