

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

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Methodological guidelines
for individual work
on the subject

“Foreign Language for Business Communication”

*(for 2-year PhD students
of Transport Technologies specialties)*

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INTRODUCTION

The tasks are designed for PhD students studying English for Business Communication purposes. It is assumed that PhD students doing the tasks get detailed up-to-date information of using business English to play a role at work and in the community. It is also expected that PhD students doing these tasks have the knowledge of and ability to use English up to upper intermediate levels.

The tasks are based on the authentic texts concerning specifically business English. The units focus on the topics such as Meeting, Presentations, E-mailing etc.

The presented educational materials and the choice of tasks are supposed to provide practice in using the professional lexis, in reading and comprehending the specific information, also to give a reasonable motivation for mastering the basics of business English.

Words and phrases unique to the vocabulary of business English are italicized and defined as they are introduced.

Unit 1. Presentations (A)



Some useful phrases.

I'm glad to see so many of you here today.
I'd like to talk about how we organise things in this department.
First I'll describe our organisation.
Finally, I'd like to discuss some future plans.

That's all I wanted to say about training.
Moving on to my next point...
Excuse me, can you tell us when the report will be ready?
Sorry, I didn't catch the question.
Could you bear with me?

Turnover rose by 12 per cent last year.
We are predicting a slowdown next year.
As you can see from the graph, sales have increased dramatically.
Sales reached a peak in December.
They have declined since then.
These are difficult times for the company.

I'd like to finish by thanking you all.
I'd welcome your feedback.

Dialogues 1

Setting the scene

A: Hello everyone. **It's good to see you all here** so early in the morning. My name's Hiro Rosado and **I'd like to talk about** how we organise language training here. **First I'll describe** how English has become the company language, then I'll outline our study programmes. Finally I'd like to say something about some of our plans for the future.

Moving on

A: ... so **that's all I wanted to say** about the budget for next year. I'd now like to move on to the question Rosa raised earlier. ...

That leads me to my next point. We need to look carefully at how we plan for next year ...

So, next year's budget, I'd now like to talk about the action we are taking to reach our targets.

Dealing with questions

A: How much is the project going to cost?

B: **I'm afraid I can't say** at the moment.

A: Can you tell us when the report will be ready?

B: I'm hoping to have it ready by the end of the week.

A: Are you planning to recruit more staff?

B: Sorry, **I didn't catch the question.** Could you repeat it, please?

A: Sorry, I'd like to know if you are planning to recruit more staff.

B: Did everyone hear that? The question was: 'Are we planning to recruit more staff?'

Dealing with the unexpected

A: Oh, dear.

B: Is it broken?

A: Yes, the bulb is broken. I'm afraid I won't be able to use the projector. **Could you bear with me,** I have some paper copies in my briefcase.

B: Are you OK?

A: Yes, I think so. Could I have a glass of water? That's better. **Sorry, where was I?**

B: **You were just about to tell us** some interesting news.

Recapping

A: **As I mentioned earlier,** we hope to finish the project by the end of the year. I said that we were on schedule. Having said that, there are a couple of potential problems ...

Coming to an end

A: **I'd like to finish by thanking you all** for coming here today and I look forward to seeing you in two weeks' time. If anyone has any questions, please ask, I will be

around for coffee later and **you are very welcome to contact me** if you have any queries before the next meeting.

Notes

It's good to see you all here ...

Speaker's opening remarks to an audience:

I'm very pleased to be here.

I'm glad you could all make it.

Thanks for inviting me.

Thank you (all) for coming.

...I'd like to talk about...

Other common phrases for starting off a presentation:

I'm planning to tell you about...

Today I'd like to introduce ...

I'd like to start by saying something about...

First I'll describe ...

Phrases for describing the structure of a talk:

Then I'll discuss our study programmes.

After that I'll come to the main point.

Finally I'd like to say something about...

... that's all I wanted to say...

Note how the speaker finishes off a section of the talk. Some other phrases:

Are there any questions so far?

Moving on to my next point...

To summarise what I have said so far...

That leads me to my next point.

Announcing a new point in a presentation:

I'd now like to move on Rosa's question.

Moving on to Rosa's question ...

Now I'd like to talk about...

So, next year's budget.

You can sometimes simply announce a new topic/presentation slide as follows:

So, sales in Canada. These have been ...

Development plans for next year. These are ...

Study programmes. Have a look at...

I'm afraid I can't say...

Useful language for when you do not know the answer to a question:

I'm sorry, I don't know the answer. I'll have to check for you.

I'm not the best person to answer that. You need to speak to ...

... I didn't catch the question.

When you can't hear something:

Could you repeat the question?

Could you say that again?

Sorry, what did you say?

Could you bear with me,...

A very useful phrase when you need time to check or find something. Alternatives:

Excuse me for a moment.

Just a moment.

Can you give me two minutes!

Sorry, where was I?

If you are distracted or forget what you wanted to say! Other possibilities:

Can you/anyone help me?

Let me think.

You were just about to tell us...

Helping the speaker to remember the point he/she wanted to make!

You were talking about the schedule.

As I mentioned earlier,...

Useful language for recapping (summarising/reviewing) what was said earlier in the presentation:

As I pointed out/mentioned earlier...

As I said before ...

I'd like to finish by thanking you all...

Language for ending a talk:

Thank you.

Thank you for inviting me.

Are there any questions?

... you are very welcome to contact me ...

Asking the audience to contact you:

I'd be very happy to hear from you.

I'd welcome your feedback.

British/American differences

British	American
<i>organise/organisation</i>	<i>organize/o/ganization</i>
<i>study programmes</i>	<i>study programs</i>

Presentations (B)

Dialogues 2

Some facts and figures

A: Turnover rose in the year to April by 11 per cent to 4 billion dollars compared with 3.8 billion in the previous year. Profits jumped by 20 per cent in this period. However, **these results give a misleading picture** as the company sold its French subsidiary during the period for a **'one-off'profit** of half a billion dollars.

Predictions

A: We're currently predicting a slow down in sales for next year. Global trading conditions are not promising. However, one area where we expect growth to continue is in Japan and Korea, where **analysts are forecasting an upturn** in the market.

B: Is that for the whole of the region?

A: Yes, we're looking at a growth rate of between 1 and 3 per cent in these areas.

Trends: upwards

A: As you can see from the graph, sales have increased considerably this year. The beginning of the year was poor, but **sales picked up in February and reached a peak in August**. Since then they have fallen a little but the overall trend is upwards. The outlook is very healthy.

Trends: downwards

A: The chart clearly shows the dramatic fall in production since the beginning of the year, and unfortunately this is a trend which will continue. **The closure of our Lufwa plant in January accounts for the sharp fall** at that time and as **sales have continued to decline**, we have had to temporarily shut down a number of our factories. These are difficult times for the company.

Trends: steady

A: If you compare this six-month period with the previous six months, you will notice that **there has been very little change** in the number of guests visiting our hotel. In fact, guest numbers have not increased for three years. We need to think about what we can do to make our hotel more popular.

Notes

Turnover rose in the year to April...

Other ways of describing financial periods of time:

In the first/second/final quarter.

In the year to date.

In the current year.

... by 11 percent...

Note the use of the preposition *by* with percentages and fractions:

By what percentage did turnover grow?

It grew by 5.9%. (five point nine per cent)
... by 3.75%. (by three point seven five per cent)
It went up 2%%. (two and a half per cent)

... these results give a misleading picture ...

When information from charts and statistics is not so useful:

The graph gives a false picture.

The statistics may give you the wrong idea.

... a 'one-off' profit...

A profit which will not be repeated.

We're currently predicting a slow down ...

Other ways to predict events:

We're forecasting an improvement.

We're expecting a sharp fall.

... analysts are forecasting an upturn ...

An upturn is a recovery.

A downturn is a decline.

... we're looking at a growth rate of between 1 and 3 per cent...

to look at is an informal alternative expression meaning to expect or *to predict*.

We're looking at a large increase.

What kind of growth are we looking at next year?

As you can see from the graph,...

Referring to visual aids:

This chart clearly shows the dramatic fall in production.

At this point on the graph you can see ...

Here you can see ...

... sales have increased considerably ...

Alternatives to *considerably*:

a lot, a great deal, substantially

... sales picked up in February...

Other verbs to describe trends:

Sales recovered, (returned to their original level)

Turnover fell back. (declined)

Sales were up/down on last year. (better/worse than last year)

... sales reached a peak in August.

We can also say:

Sales reached their high/ highest point in August

The opposite:

Sales reached their low/lowest point in June.

The closure of our Lufwa plant in January accounts for the sharp fall...

To account for means to be the reason for. This is a useful term when talking about facts and figures.

How would you account for the fall in sales?

The appointment of a new Sales Manager accounts for the rapid rise in sales last year.

Note also *due to*:

The fall is due to the closure of the plant.

... safes have continued to decline ...

Further examples:

Sales have continued to fall.

There has been a further fall/decline in sales.

If you compare this six-month period...

Note the use of a hyphen (-) in *six-month*.

Compare:

a three-month period

a period of three months

... there has been very little change ...

Note the use of the present perfect tense to describe change:

Things haven't changed very much.

Things have hardly changed.

Change has been very slight.

Sales have been steady.

British/American differences

British	American
<i>a one of profit</i>	<i>a one-shot / one-time profit</i>
<i>closure</i>	<i>closing</i>

Presentations (C)

Practice

1 Complete the sentences with a preposition.

EXAMPLE: First I'd like to talk ...*about*... how we organise training.

- a Turnover increased.....more than ten per cent last year.
- b Sales picked.....well in the first quarter of the year.
- c Please bear.....me while I find the reference.
- d We're forecasting an increase of.....two and three per cent.
- e I'd like to finish.....thanking you all for your very useful comments.

- f We are forecasting a downturn.....the market.
- g Unfortunately, we had to shut.....our Luftwa plant earlier this year.

2 Write what you would say in these presentation situations. Refer to the dialogues and notes.

EXAMPLE: Start a talk. Explain what you are going to talk about.
*Hello everyone. My name's Hiro Rosado and I'd like to talk about.....*

- a You are giving a presentation and someone asks you to go back to a previous slide. What could you say as you are looking for it?

- b Invite questions from the audience

- c Refer to some details on a graph or chart.

- d Finish the talk. Thank the audience.

3 Complete the statements and questions using the verbs from the box. Use each verb once only.

catch	repeat	show	account
give	cost	say	fall
		take	

- EXAMPLE: I'd like to ask how much the project is going to*cost.....*
- a I'm afraid I can't.....I'll check for you.
 - b I'm sorry I didn't.....the question.
 - c Let me.....it for you.
 - d I'm not quite ready. Can you.....with me?
 - e Of course.....your time.
 - f I think these charts.....a false picture.
 - g Yes, they don't really.....the recent upturn in the market.
 - h By what percentage did turnover.....last year?
 - i By 5 per cent. I can't.....for it.

4 Write the phrases in one of the three columns depending if they are *up, down* or *the same*.

Up	Down	The same

- a Sales have picked up.
- b There has been an increase in sales.
- c Things are slowing down.
- d Turnover jumped last year.
- e It has stayed the same.
- f Overall there has been a decline in the market.
- g The company has recovered.
- h We have seen a rise in turnover.
- i There has been an upturn in the market.
- j We are expecting a downturn.
- k There has been little change.
- l Sales have been steady during the year.

5 Match the two parts of the sentences.

- 1 That leads me to
- 2 As I mentioned earlier,
- 3 You are welcome
- 4 To summarise
- 5 It's good to see
- 6 Analysts are forecasting
- 7 Excuse me
- 8 The graph compares
- 9 Having said that,

- a. we hope to finish things soon.
- b. to contact me at any time.
- c. so many of you here.
- d. there are some potential problems.
- e. what I have said so far...
- f. a very healthy outlook for the company.
- g. my main point...
- h. for a moment.
- i. the number of guests visiting the hotel over
- j. a six-month period.
- k.

1	2	3	4	5	6	7	8	9
g								

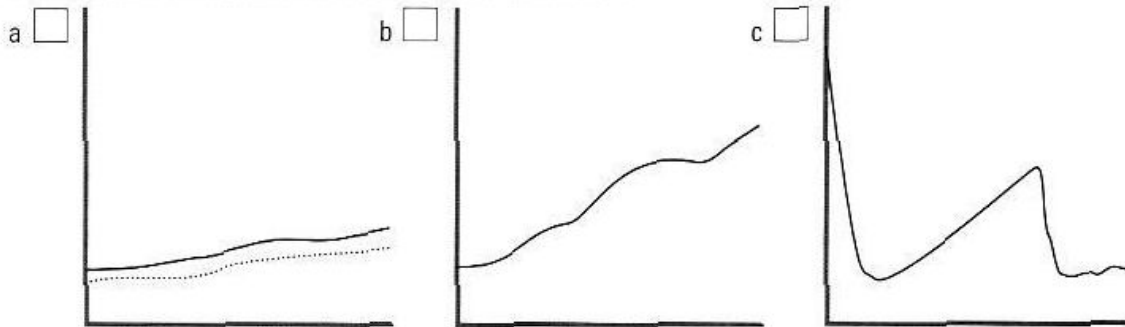
6 Complete the sentences with words used in the dialogues and notes.

EXAMPLE: I'm not the best...*person*..... to answer that question.

- a I didn't catch your.....Could you repeat it?
- b Unfortunately the downward.....is going to continue.
- c I'd like to make another.....
- d The results give a misleading.....of last year's performance.
- e What kind of growth.....are we hoping to achieve?

- f We are very disappointed with the sharp.....in sales.
- g Sales reached their highest.....in the summer.
- h A lot has happened during the previous six-month.....

7 Match the graphs with the descriptions.



1. The graph shows how sales have increased this year. Sales were very poor at the beginning of the year but they began to pick up in March and reached a peak in December. The outlook is very healthy.
2. This has been a difficult year for the company. As you can see, the chart shows the dramatic fall in production at the beginning of the year. Things began to improve but in June there was a serious fire in our factory and this accounts for the sharp fall in production at that time. The situation hasn't changed very much since then.
3. As you can see, we're looking at a growth rate of between 2 and 5 per cent in the three-month period, October to December. We're forecasting that this will be up on last year. We are quite happy with the situation.

**Unit 2
Meetings (A)**



Some useful phrases.

I'm trying to arrange a meeting for next week.

Can you make Thursday afternoon?

I don't think we need more than two hours.

I've booked the conference room for 2 o'clock.

I'll send you my draft proposals by Monday midday.

Who would like to take the minutes?

I'd like to leave item three until the next meeting.

What are your thoughts on this?

I'd like to make a point.

Of the fifty people I asked, only one did not agree with the idea.

Does everyone agree?

We made a very good case for changing the system.

Unfortunately they rejected nearly all of our proposals.

Only one of our proposals was accepted.

Here are the main points covered during the meeting.

I've attached the draft minutes of the meeting.

Please check if I have left anything out.

These are your action points.

Dialogues 1

Setting up a meeting (by phone)

A: Hi, Anna; **I'm trying to arrange a meeting for next week. Can you make Tuesday or Thursday afternoon?**

B: Tuesday would be fine. What time?

A: What about 3 o'clock? I don't think we need more than two hours.

B: I agree. **Is Juan coming, by the way?**

A: I hope so - but I haven't asked him yet.

Postponing a meeting (by phone)

A: Hello again. I hope this won't cause you any problems, but I've just spoken to Juan and he can't make Tuesday. Could we make it Thursday instead?

B: Just a moment. I'll just check my diary. Right, I've got another meeting on Thursday but **it should be finished by 3:15**. But, could we meet at 3:30 **just in case the meeting overruns?**

A: Of course. I know Juan will be pleased because **he didn't want to miss the meeting.**

B: Fine. See you on Thursday afternoon. I'll send you my draft proposals by Monday midday.

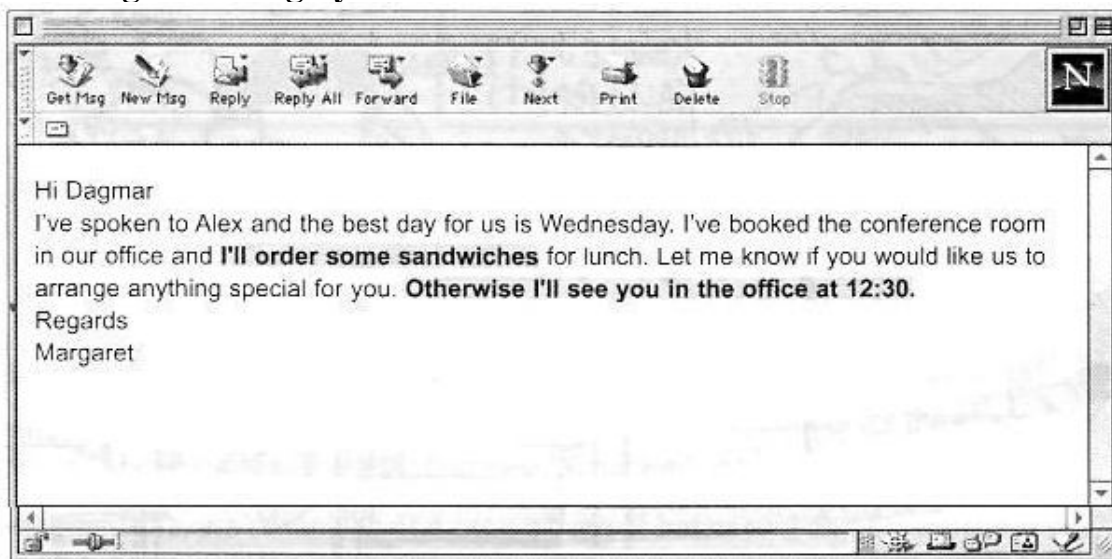
A: Thanks Anna. Bye.

Setting up a meeting (a voicemail message)

A: I'm sorry I can't take your call at the moment. Please leave your message after the tone and I'll get back to you as soon as I can.

B: Hello, Margaret, it's Dagmar here. **I'd like to come over to Poznan next week** to see you and Alex. There are some things we need to discuss relating to the arrangements for the conference. **Any day next week except Friday would suit me.** **Could you check with Alex and get back to me?** I think we'll need about three hours. Look forward to hearing from you.

Confirming a meeting by email



Notes

I'm trying to arrange a meeting for...

Note the use of *for*.

... *for next month*.

... *for next year*.

... *for the project group*.

Can you make Tuesday?

This means *Can you come on Tuesday?*

Note the different uses of *make*:

Could we make it Thursday instead?

I could make it at 2 p.m.

I can't make the meeting.

Is Juan coming, by the way?

Use *by the way* to ask for additional information:

By the way, is anyone else coming?

Who else is coming, by the way?

We can also use *happen to*:

Do you happen to know if Juan is coming?

...it should be finished by 3:15.

Note that times can be said in two ways:

3:15 (a quarter past three or three fifteen)

3:20 (twenty past three or three twenty)

3:30 (half past three or three thirty)

3:45 (a quarter to four or three forty-five)

by 3:15 means that it could finish earlier

Compare:

at 3 o'clock (exactly 3 o'clock)

at around 3 o'clock (maybe a little earlier or later than 3 o'clock)

Note that *half three* in informal British English is 3:30.

...just in case the meeting overruns.

Another way of saying:

Just in case it doesn't finish on time.

...he didn't want to miss the meeting.

Note that *miss* has two meanings:

Unfortunately I had to miss the meeting.

I'm sorry I missed you earlier.

Compare with:

Juan is a very important member of the team -we really miss him when he is away.

I'd like to come over to Poznan next week ...

come over means travel from one place to another.

I'm thinking of coming over to visit.

You must come over and see the new office.

Any day next week except Friday would suit me.

Any day leaves the options open. The writer could have said:

I'm free every day next week except Friday.

That suits me means That's a good time for me.

Could you check with Alex and get back to me?

get back to me leaves the method of communication open; the contact could be by phone, e-mail or letter.

... I'll order some sandwiches...

Ordering sandwiches for a business lunch is not appropriate in all cultures! Some other useful lunch phrases:

Would you prefer to eat out?

Is there anything you don't eat?

Are you a vegetarian?

We can have a working lunch.

We often do business over lunch.

Otherwise I'll see you in the office at 12:30.

In this example, *otherwise* means *if I don't hear from you*.

British/American differences

British	American
Differences in time: <i>a quarter past three</i> or <i>three fifteen</i> <i>a quarter to four</i> or <i>three forty-five</i>	also: <i>a quarter after three</i> also: <i>a quarter of four</i>
Differences in dates: British - 1/11/03 = 1 November 2003 (<i>the first of November, two thousand and three</i>) American - 1/11/03 = January 11, 2003 (<i>January eleventh, two thousand three</i>)	

Unit 2 Meetings (B)

Dialogues 2

Working through an agenda

A: Has everyone got a copy of the agenda? Lee, **could you take the minutes, please?**

B: No problem.

A: Thanks. So, let's start. As we're rather short of time today, **I'd like to leave item four until the next meeting.** Is that OK with everyone?

B: That's fine with me.

A: Good, so **can we look at item one?** That's John's proposal that future department team meetings should be held away from the office. **What are your thoughts on this?**

Reporting back to a meeting

A: John, could you give us your report?

B: Certainly. As you know, **I was asked to find out what the people in my department thought** about arranging more meetings away from the office. I found that most of my staff were opposed to the idea. **The majority feeling was** that they would prefer to organise meetings in this building.

A: That's interesting. Sandra, what did you find out?

C: Quite the opposite. In my department, **of the fifty people I asked, only five** did not like the idea of having meetings away from the office.

Reaching an agreement

A: I think we should abandon the idea altogether. Does **everyone agree?**

B: Not really. I think we need to send a questionnaire to all the staff so we can find out exactly what they think.

C: Is that really necessary? You've heard what John and Sandra have said - there are so many different views. It's not worth it.

A: I suppose you're right. It just seemed like a good idea to me.

B: It is a good idea. Perhaps we could look at it again next year.

Making a point

A: The other point I want to make is that we need to be informed about the dates of meetings well in advance. I was told about the date of this meeting very late and that caused me a lot of problems. Some people were not able to come at all. **We really must avoid this in the future.** Communication is very bad in this company.

B: That's not true. Some people simply do not read their messages. The date was set three weeks ago and everyone was told then.

Notes

... could you take the minutes, please?

The *minutes* are the written record of what is discussed during a meeting.

The *agenda* is the list of items discussed in a meeting.

Minutes are *taken* during a meeting.

The minutes of a meeting can be *written up* and *approved*.

...I'd like to leave item four until the next meeting.

We usually talk about *items* or *points* on an agenda.

... can we look at item one?

Note that we can look *at* an item on the agenda. Some other useful verbs and prepositions:

Let's move on to item two on the agenda.

Can we go through the minutes?

We need to vote on it.

What are your thoughts on this?

Asking for opinions:

How do you feel about this?

What do you think?

I'd like to hear everyone's opinion.

...I was asked to find out what the people in my department thought...

Reporting back:

It was my job to find out about...

You asked me to find out about...

I've talked to the office staff and the general opinion is...

The majority feeling was ...

Majority opinions:

Most people are in favour of the change.

The majority opinion is in favour.

Minority opinions:
Not many people agree with the idea.
The minority opinion is against it.

... of the fifty people I asked, only five ...
More numbers and percentages:
One in fifty agreed with the idea.
Two in three are against it.
Nearly 100 per cent of the staff replied to the questionnaire.
A quarter/Half/Three quarters of the staff were in favour.

Does everyone agree?
Ways to find out if there is agreement:
Are we all in agreement?
Do you have the same opinion?
Does anyone disagree?

Is that really necessary?
really is used more in spoken English to emphasise what you are saying:
Are you really sure?
Is he really leaving the company?
They really don't want to leave the office.

I suppose you're right.
The speaker uses *suppose* to admit that the other speaker is, in fact, right.

The other point I want to make ...
Some alternative expressions:
I'd like to make another point.
Just one other point...
I'd like to make one final point.

We really must avoid this in the future.
Making a strong statement:
It's vital that we avoid this in the future.
It's essential that we make changes.
It's crucial that people should read their messages.

That's not true.
Note that this is a very direct statement and could be considered impolite. Less direct alternatives:
I'm sorry, but I don't agree.
I don't think that's true.
I'm not sure that's true.
Is that really true?

British/American differences

British	American
<i>favour</i>	<i>favor</i>
<i>emphasise</i>	<i>emphasize</i>

Unit 2 Meetings (C)

Dialogues 3

A follow-up phone call (1)

A: Hi, Kitty. **I'm just phoning to let you know** what happened in the meeting.

B: Thanks. So how did it go?

A: Bad news I'm afraid. They rejected all of our proposals to change suppliers to AKK. Some of the managers agreed that we needed to change but Anton Trofimov persuaded them to leave things as they are.

B: So **what reasons did he give?**

A: Anton said he thought that the current arrangements were 'good enough' and finally everyone else agreed with him.

B: I don't believe it. How can they be so **short-sighted?**

A follow-up phone call (2)

A: Hello again, Kitty. **I thought I should let you know immediately** that **Anton has been having second thoughts.** He's been through the figures which I presented at the meeting again and **he now thinks we've made a good case** for moving our business over to AKK.

B: Do you want me to do anything?

A: No, but thanks for offering. Anton would like me to provide some more information about AKK at another meeting to be held next week. **I'll call you tomorrow so we can discuss details then.**

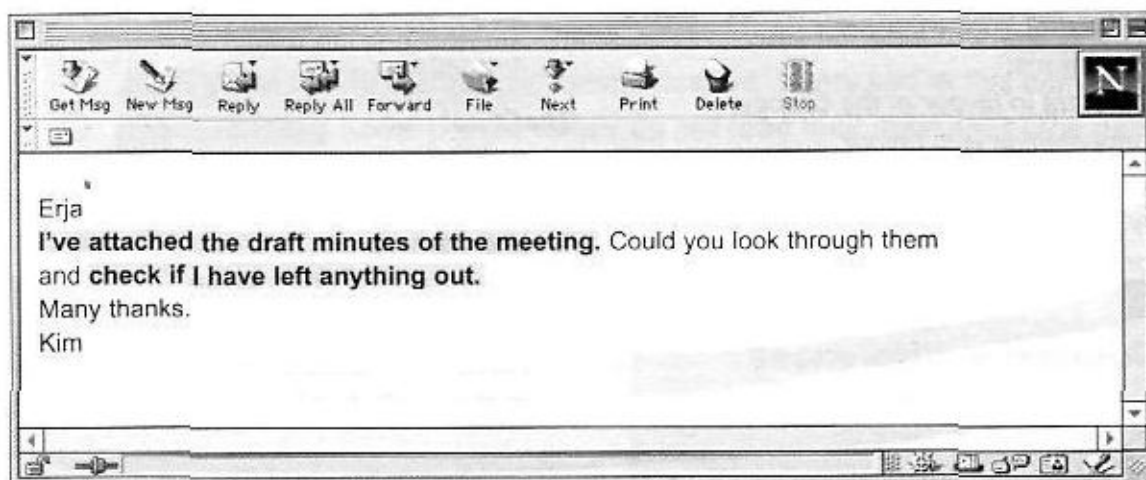
B: Fine. Speak to you then.

Action points (on a dictaphone)

Here are the main points covered during the meeting on February 14th and action to be taken.

- **Jaroslav to produce a questionnaire** to find out how the staff would like to spend the 'New Year bonus'.
- Juliet to research costs **for proposed building project.**
- Winston to look into improving our security systems.
- Tree planting project - **no decision made.** Leave until the next meeting. The next meeting will be on March 3rd.

Sending minutes by email



Notes

I'm just phoning to let you know...

Announcing the reason for a call:

I'm just phoning to say thank you for doing the minutes.

I'm just calling to remind you about next week's meeting.

Bad news I'm afraid.

The speaker says *bad news* at the beginning of the sentence for emphasis. He could also have said;

I'm afraid I have some bad news.

Other examples:

Good news, I'm happy to say.

I'm happy to say I have some good news.

... what reasons did he give?

Note the use of *give*:

to give a reason/reasons

to give an explanation/explanations

... short-sighted.

When you only think about the present, not the future.

I thought I should let you know immediately...

You can also say *I wanted to* instead of *I thought* in this situation:

I wanted to let you know what happened.

.. Anton has been having second thoughts.

to have second thoughts means to change your opinion after you have thought about it again.

Are you having second thoughts?

On second thoughts, I'd like to accept the proposal.

...he now thinks we've made a good case ...

The speaker uses the word *now* to show that he has changed his mind.

I'll call you tomorrow so we can discuss details then.

I will call is usually reduced to *I'll call* in spoken English. It implies a promise/a firm arrangement:

I'll let you know.

I'll send you a message.

I'll organise it, etc.

Here are the main points ...

We can start the memo with *Here are ...* or simply use the following:

The main points.

Action points.

Jaroslav to produce a questionnaire ...

Note the use of the infinitive *to* in these statements. This is very common when writing informal action points from a meeting:

Juliet to research costs for the proposed building project.

Winston to look into improving our security systems.

... for proposed building project.

Note how the article *the* (for the proposed project) can be left out when the memo is in note form.

...no decision made.

No decision was made.

Auxiliary verbs (*was* in this example) can be left out when you write/speak in note form.

I've attached the draft minutes of the meeting.

The draft minutes are attached.

Herewith the draft minutes, /more formal!

Drafts can be *first drafts*, *rough drafts* or *final drafts*.

... check if I have left anything out.

Other possibilities:

Let me know if I have forgotten anything.

Check if I have made any mistakes.

British/American differences

British <i>Bad news I'm afraid.</i> English.) <i>On second thoughts...</i>	American <i>There's bad news.</i> (Also used in British English.) <i>On second thought...</i>
--	--

Unit 2
Meetings (D)

Practice

1 Complete the sentences using the verbs from the box below. Use each verb once only.

give	arrange	cover	miss	cause
	report	happen	make leave	abandon

EXAMPLE: I'd like to ... *arrange*..... a meeting for next week.

- a Can you.....the meeting on Tuesday?
- b I hope that the changed time won't.....you any problems.
- c I must hurry. I don't want to.....the meeting.
- d Do you.....to know if Motoko is going to be there?
- e I don't like it all. We should.....the idea.
- f Let's.....discussion on this point until the next meeting.
- g I'll talk to the staff and.....back to you next week.
- h Did Tonya.....a reason why she couldn't attend?
- i We have a lot of things to.....in this meeting,

2 Complete the sentences with one of the alternatives.

EXAMPLE: I'm phoning to ...*let*.....you know what happened.

- a Who is going to.....the minutes?
- b Could you.....us when you know the answer.
- c I'd like to.....a point.
- d We need to.....a date for the meeting.
- e We.....a good case for changing the system.
- f Are you.....second thoughts about the proposal?
- g All of our proposals were.....
disagreed/rejected

- let/explain
- make/take
- tell/say
- make/remind
- take/set
- made/took
- having/taking

3 Complete the sentences with a preposition.

EXAMPLE: The meeting should be finished*by*..... 3 p.m.

- a I booked the room.....1 p.m.
- b I'll see you.....Thursday at 11 o'clock.
- c I'd like to hear everyone's thoughts.....the proposal.
- dthe ten people I asked, only one was against the idea.
- e It seems like a good idea.....me.
- f Can we move.....to the next item.....the agenda?
- g Most of the participants were.....favour of the suggestion.

- h One.....twenty of the staff are unhappy with working conditions.
- i Could you look.....the minutes and let me know if I've forgotten anything.
- j I hope I haven't left anything.....

4 Write what you would say in these situations. Refer to the dialogues and notes.

EXAMPLE: Check that everyone has a copy of the agenda.

Has everyonegot a copy of the agenda.....?

a Suggest leaving the next item on the agenda until the next meeting.

I'd like

b Ask if everyone agrees that date of the next meeting should be changed.

Does everyone

c Ask Fiona if she is going to attend the next meeting.

Are you

d Call a colleague to tell him/her what happened in the meeting.

I'm just phoning

e Tell a colleague that you are sending the agenda as an email attachment.

I've.....

f Say that you have one more point to make.

Just.....

g Ask what people think about the idea.

What.....?

5 Match the two parts of the sentences.

- | | |
|---------------------------------|---------------------------------------|
| 1 I'd like to leave point three | a are in favour of the changes. |
| 2 The majority feeling | b and we can discuss details then. |
| 3 You've all heard | c is that people want to work shorter |
| hours. | |
| 4 Very few people | d I'll expect to see you at 2 p.m. |
| 5 Bad news | e what Maria has said about this. |
| 6 I'll call you tomorrow | f until the next meeting. |
| 7 Could you check the dates | g suits me. |
| 8 If I don't hear from you, | h I'm afraid. |
| 9 Any day except Thursday | i and get back to me. |

1	2	3	4	5	6	7	8	9
f								

6 Complete the sentences with words taken from the dialogues. The first letter of each word is provided.

- a. The
- b. Can we look at the first
- c. Is it
- d. *I'd like to leave point two*
- e. Can we go
- f. I can meet any day next week

g. Does Tuesday

m.....of the staff were in favour.

i.....on the agenda?

n.....to send an agenda beforehand?

u.....the *next meeting*.

t.....the report now?

e.....Monday.

s.....you?

7 Complete the sentences with a form of the verb in brackets. Refer to the dialogues and notes.

EXAMPLE: Hi, John.. I ..'m *trying*..... (try) to arrange a meeting for next week.

a I hope it..... {not cause) you any problems if we postpone the meeting.

b I.....(order) some sandwiches for lunch.

c I'm sorry I.....(miss) the last meeting.

d I.....(see) you in the conference room at 3 p.m.

e(everyone/agree) with the proposals? Good, then let's move on.

f Hello, Anton. I.....(call) to let you know what happened in the meeting.

g I don't think that Margaret.....(read) the report.

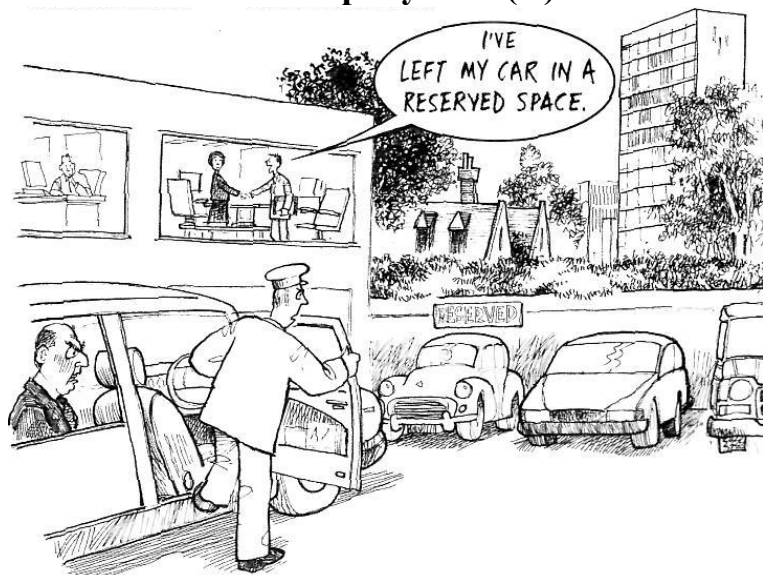
h Memo: Frieda.....(find out) about tree planting costs.

i I.....(attach) the minutes from the last meeting.

j I.....(have) second thoughts about your proposals.

Unit 3

A company visit (A)



Some useful phrases.

Could you give me directions to your office?

Just follow the signs.

Go past the station and take the first turning on the left.

You'll see the office on the right-hand side.

I've left my car in a reserved space.

I have an appointment with Hans Ekberg.

Take the lift to the fourth floor.

His office is the fifth on the right, along the corridor.

Hello Hans, I'd like you to meet our Marketing Manager.

Pleased to meet you.

Tell me something about the company.

What does the company do?

We're in the transport business.

We employ just under 5 000 people worldwide.

The company was set up five years ago.

We're the largest manufacturer in the country.

North America is our biggest market in terms of sales by region.

We have an excellent reputation for service.

Business is booming.

Dialogues 1

Directions to the office

A: Hi, Rosa. It's June here. I'm in the town centre outside the bus station. **Could you tell me how to get to your office from here?**

B: Sure. Follow the signs for Frankfurt. **After about two kilometres, you'll see a garage on your right.** Carry on (or another 200 metres and then turn left. Our office is on the left-hand side, just before a railway bridge. When you arrive, **park in one of the visitors' spaces** just outside the main building.

A: Thanks, Rosa. See you soon.

Getting lost

A: Hi, Carla.

B: Hello, Bob. Is everything all right?

A: Not really. I'm lost. **I'm calling from a service station** on the E7 just south of a place called Melton. I don't have a map with me so could you direct me to the factory.

B: Sure. **Take the first left after the service station** and follow the road to Porlock.

Pass the

shopping centre on your right and then take the first left. **Carry on for three kilometres** and

you'll see the factory.

A: Thanks.

Arrival

A: Good morning, can I help you?

B: Yes, **I have an appointment with Hans Ekburg.** Could you tell him I'm here? I've left my car in a reserved space.

A: That's OK, I'll take the car registration number. Could you write your name here please and wear this? [*hands over a visitor's badge*]. Do you know the building?

B: I'm afraid I don't.

A: OK, go up these stairs and take the lift to the third floor. **Mr Ekburg's office is the fifth on the right, along the corridor.**

B: Thanks.

Meeting

A: Hello, John. Good to see you again

B: And you.

A: John, **I'd like you to meet Leta Berman,** our Marketing Manager.

B: Hello, John. Pleased to meet you. **Did you have a good journey?**

A: Yes, very good. The directions were very clear.

Notes

Could you tell me how to get to the office from here?

We also say:

Can you tell me the way to ...?

How do I get to ...?

Excuse me, where is the main office?

After about two kilometres you'll see a garage on your right.

Some other landmarks:

You'll pass some shops.

Then you'll see a large red building in front of you.

Keep going and you'll come to the entrance gate.

Park in one of the visitors' spaces ...

Parking the car:

I've left my car in a reserved space.

There are some spaces reserved for visitors.

Can I park here?

Is this space reserved?

I'm calling from a service station ...

When you need to say where you are:

I'm calling from the train

I'm on the M1 motorway.

I'm calling from a service station on the M4.

Take the first left after the service station ...

Some useful directions when you are driving:

Carry on for three kilometres.

Take the second exit at the roundabout.

Turn left at the junction.

Go straight across the crossroads. At the traffic lights, turn right.

Carry on for three kilometres ...

Other expressions for talking about distance:

Carry/Drive on for another ten kilometres. ... until you come to a service station.

It's two hundred metres past the service station on the right-hand side.

I have an appointment with Hans Ekborg.

Note the statements and responses:

I'm here to see Hans Ekborg.

Can I have your name, please?

Could you sign in please?

Is Hans Ekborg in/available?

Yes, he's expecting you.

Do you know the building?

Checking if a visitor knows his/her way around a building:

Have you been here before?

When were you last here?

I haven't been here before.

Mr Ekborg's office is the fifth on the right, along the corridor.

Some other office locations:

It's opposite the lift

It's just past the coffee machine.

Go through the automatic doors.

Hello, John. Good to see you again.

An informal greeting. Other possibilities:

Hi, John. How are you?

How's life?

How's it going?

Possible responses:

Fine thanks.

I'm very well.

I'd like you to meet Lera Berman,...

Some language of introductions:

I'd like to introduce Lera Berman.

Have you (already) met?

Did you have a good journey?

We can also say:

How was the journey?

How was the flight/traffic?

British/ American differences

British	American
<i>gas or filling station</i>	<i>service station</i>
<i>(shopping) mall</i>	<i>shopping centre</i>
<i>license plate number</i>	<i>car registration number</i>
<i>elevator</i>	<i>lift</i>
<i>stores</i>	<i>shops</i>
<i>freeway/expressway/ Interstate</i>	<i>motorway</i>
<i>traffic circle</i>	<i>roundabout</i>
<i>intersection</i>	<i>crossroads</i>
<i>stop lights</i>	<i>traffic lights</i>

A company visit (B)

Dialogues 2

Introducing a company (1)

A: We're in the label business. We produce all kinds of labels - price labels, bottle labels, even postage stamps. We have factories in France, Germany, Malaysia, China and the UK.

B: How many people work for the company?

A: We employ just over 5 000 people worldwide. There are around 400 employees in this factory.

B: Is business going well?

A: Yes it is, and **it's growing ail the time.**

Introducing a company (2)

A: So, tell me more about your mailing business.

B: Sure. We provide a complete packaging and mailing service for our customers. We now have branches all over the south of the country and we have plans to open new branches in the north.

A: What kind of company are you?

B: We're a private limited company. Were not listed on **the Stock Exchange ...** yet.

Company history

A: So, how long have you been on this site?

B: We moved here five years ago. Before that, we were in a very small office building in the centre of town.

A: And when was the company set up?

B: Ten years ago - by Simon Donna who is still the Managing Director. He started the company with just two employees.

A: That's very impressive.

A tour of the office

A: Let me show you round the office. Our sales representatives work in this **open plan area**.

The room in the corner is Brit Gamlin's office. She's the Senior Sales Manager here. Do you know her?

B: No, I don't. Has she been here long?

A: No, she joined the company two months ago. Come with me, **I'll introduce you to her**.

A: Hello, Brit. I'd like you to meet Olivier Blaireau from the Paris office.

C: Pleased to meet you Olivier. How are things in Paris?

Notes

We're in the label business.

Some other businesses:

the transport business/the paper business

the I. T. industry/the steel industry

the retail trade/the fashion trade

We employ just over 5 000 people worldwide.

Other ways to talk about employee numbers:

We have just under 5 000 employees.

We have 5 000 people working for us. 5 000 people work for us.

... it's growing all the time.

Describing how a business is going:

The company is doing well/badly.

Things are going well/badly.

Profits are up/down.

... tell me more about your mailing business.

Other useful opening remarks:

What does the company do?

What business are you in?

I hear you work for a mailing business.

We're a private limited company.

Compare with a *public limited company* (plc).

The public can buy shares in a public limited company but not in a private limited company.

Some other types of business:

a sole trader (where one person owns the business)
a partnership (a business owned by two or more people)
a family business

... the Stock Exchange ...

The market where stocks and shares are bought and sold.

... how long have you been on this site?

We can also talk about premises (land and buildings) and location (place):

Our current premises are very convenient.

I preferred our previous location in the centre of town.

... when was the company set up?

Other ways to talk about the start of a company:

When was it established?

When was it founded?

It was founded by General Kilbride in 1922.

let me show you around the office.

Language for 'guiding' people round the office:

Come with me.

Come this way.

Over there you can see the Manager's office.

This is where we handle orders.

... open plan area.

An office area where staff members work in one large, often partitioned, space - not in separate offices. Also known as an *open plan office*.

... I'll introduce you to her.

We can also say.

I'd like to introduce you to Brit Gamlin.

You must meet Brit Gamlin.

Let me introduce you.

British/American differences

British	American
<i>private limited company</i>	<i>company or corporation</i>
<i>limited (Ltd)</i>	<i>incorporated (Inc.)</i>
<i>the retail trade</i>	<i>retail business</i>
<i>public limited company (plc)</i>	<i>a publicly-traded company</i>
<i>a sole trader</i>	<i>a sole proprietor</i>

A company visit (C)

Dialogues 3

Business activities (1)

A: We're the second largest manufacturer in the country of glass for the car industry.

One in three cars in this country uses our glass.

B: How many plants do you have?

A: We have five domestic plants but we also have factories in ten other countries. **As well as supplying the car industry, we sell** glass for buses, trains, ships and aircraft.

Business activities (2)

A: Tell me more about the company.

B: Basically we run a so-called '**shopping search**' website. If you visit our site, you can find links to a wide range of products and services. **You can compare prices from various shops** and find the best deal.

A: That sounds very interesting, but is it secure?

B: Yes, **in my view it's far more secure** than buying over the phone.

Markets

A: Where are your biggest markets?

B: **In terms of sales by region,** Europe is by far the biggest market with 60 per cent of our total sales. **North America accounts for 15 percent,** Asia-Pacific is 10 per cent - the Chinese market is particularly strong, South America is 8 per cent and the rest of the world is 7 per cent.

A: I think you'd better write that down for me! Why are things going so well in China?

B: **The Chinese economy is booming** and we have a very good sales force there.

The competition

A: Who are your main competitors?

B: It depends on the region. There are a lot of local producers in Europe and **we cannot compete with them on price.** However, our reputation for service is excellent. **We are well known in the market** for high quality and reliability.

A: What about the Japanese market?

B: We cannot compete in Japan. High **transport costs make it very unprofitable** to do business. Maybe things will change in the future.

Notes

We're the second largest manufacturer in the country...

Talking about the size of the company:

We're by far the largest producers of...

We're the third biggest in the country.

We're among the largest/smallest in the region.

As well as supplying the car industry, we sell...

Use as well as for emphasis. We can also say:

In addition to supplying the car industry, we supply many other customers.

...we run a so-called 'shopping search' website.

The speaker could also say:

It's what we call a 'shopping search' website.

These phrases show that the words *shopping search* are known to people 'in the business' but not to others.

You can compare prices from various shops ...

We can also say:

You can make comparisons between shops.

You can compare A with B.

... in my view it's far more secure ...

If you are not so sure of your facts, you might say:

As far as I know, it's more secure.

In terms of sales by region,...

in terms (of) is a useful phrase:

What does that mean in terms of employment?

In terms of profitability, it means that...

Can you give us the figures in percentage terms?

North America accounts for 15 per cent...

This means that sales to North America represent/are fifteen per cent of sales.

Note that we say 'fifteen per cent' (**NOT** pro cent).

The Chinese economy is booming...

Some terms to describe the state of a market:

Demand is strong.

Demand is very weak.

There is a steady demand in Australia.

The market for our products is growing/falling.

...we cannot compete with them on price.

Ways of talking about competition:

But we can compete with them in terms of service/speed of delivery.

Our prices are very competitive.

We've become very uncompetitive in that market.

We are well known in the market...

Ways of describing reputation:

We have a good reputation.

*We have an excellent name.
 Everyone knows us.
 We are well established in the market.*

... transport costs make it very unprofitable ...

Talking about profit and loss:
*It's a very profitable business.
 We're not making much profit.
 We're making a loss.
 We're finally making a profit.*

British/American differences

British	American
<i>transport costs</i>	<i>transportation costs</i>
<i>We're making a loss.</i>	<i>We're operating at a loss./We're taking a loss.</i>

A company visit (D)

Practice

1 Complete the sentences with a preposition.

EXAMPLE: YOU need to take the lift...*to*.....the third floor.

- a Take the third turning.....the left.
- b Park.....one of the visitors' spaces.
- c We are.....far the largest manufacturer.
- d One.....three of our plants is making a loss.
- e There is no profit.....it.
- f Tell me about your sales.....region.
- g We are very competitive.....terms of price.
- h Are you listed.....the Stock Exchange?
- i What kind of business are you.....?

2 Complete the sentences using the words in the box below. Use each word once only.

reputation	demand	corridor	profit	site
partnership	registration	map	lift	

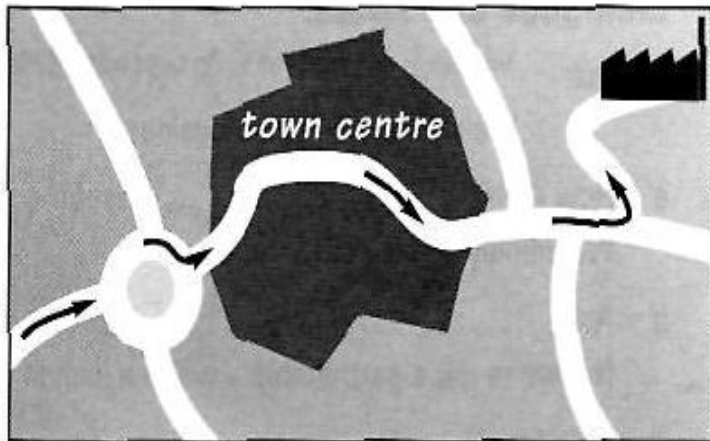
EXAMPLE: Could you give me directions? I don't have a ...*map*.....

- a Do you need my car..... number?
- b How long have you had offices on this?
- c You can use the stairs, but it's quicker to take the.....
- d My office is along the.....on the right.
- e After two years of making losses, we are now making a
- f There is a growing.....for our products in the Middle East.

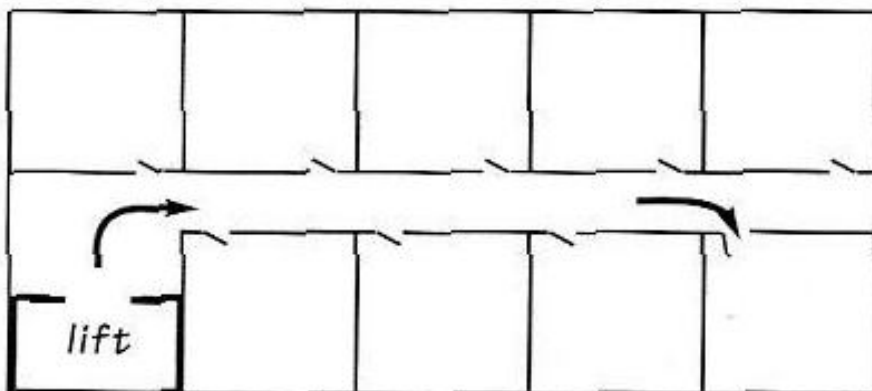
- g My brother and I went into.....three years ago.
- h We have an excellent.....for quality.

3 Write what you would say.

- a Direct someone to the factory.

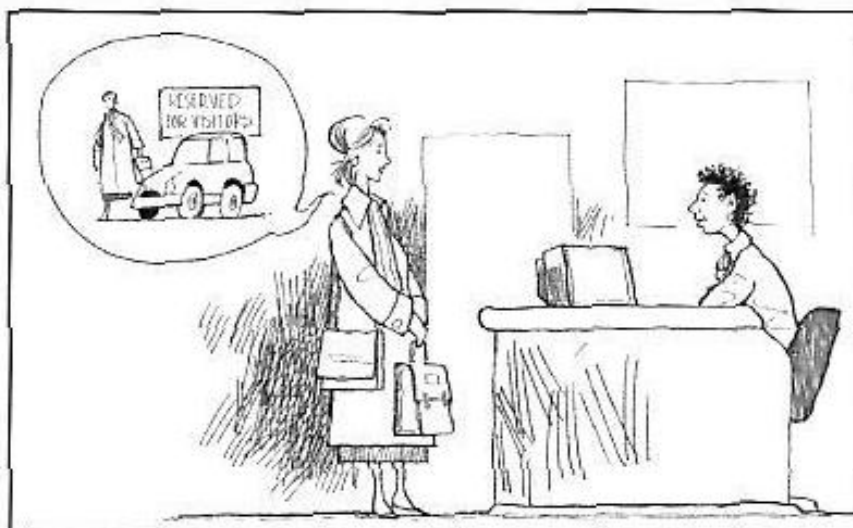


- b Direct someone to your office.



3rd floor

- c Explain where you parked your car.



- d Explain where you are.

4 Write down a question for the following answers. Refer to the dialogues and notes.

EXAMPLE:*What kind of business are you in.....?*
 We're in the shipping business.

a How many.....?

We employ just over 200 people.

b Are.....?

No, we're not a partnership - we're a limited company.

c How long.....?

We have been on this site for three years.

d Do?

Yes, I do. The working atmosphere is very good now.

e Where?

In terms of region, the biggest market is North America.

f Who.....?

I suppose our biggest competitors are companies in Thailand and Indonesia.

g Can you tell me.....?

Follow the road to Trieste and you'll see the factory on the right.

5 Choose an appropriate response.

1. Did you have a good journey?
2. Is it a limited company?
3. When was the company set up?
4. Have you been on this site long?
5. I hear you're in the transport business?
6. What kind of company is it?
7. Can I help?
8. Do you know Gunilla?

- a. No, it's a partnership.
- b. Just over five years ago.
- c. Yes, that's right.
- d. Thanks, I can manage.
- e. Yes, very good thanks.
- f. Yes, we met last year.
- g. It's a small family business.
- h. Yes, for twenty years.

1	2	3	4	5	6	7	8
e							

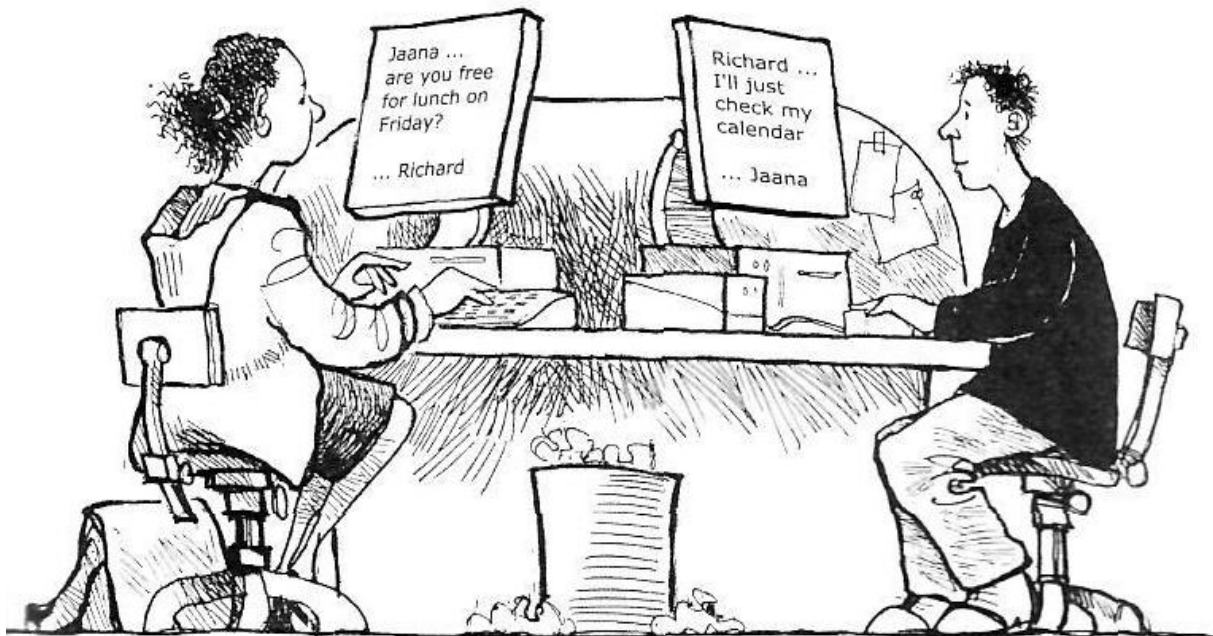
6 Rewrite the following in another way. Refer to the dialogues and notes.

EXAMPLE: I have an appointment with Jan Pickero.

.....*I'm here to see Jan Pickero*.....

- a I've parked in a reserved space.
.....
- b Could you tell me the way to the main office?
.....
- c I'd like to you to meet our marketing manager.
.....
- d How was the journey?
.....
- e When was the company established?
.....
- f We are one of the largest manufacturers in the region.
.....
- g We have an excellent name in the market
.....

**Unit 4
E-mailing(A)**



Some useful phrases.

Hi, Jaana. Hope you're feeling better.
I'm afraid I won't be able to see you on Thursday.
Let me know when you're next going to be in town.
Look forward to hearing from you.

Speak to you later.

Your training manager has asked me to write to you.
It's about organising language training.
I'll call you at the end of the week.
If you have any queries, please call me.

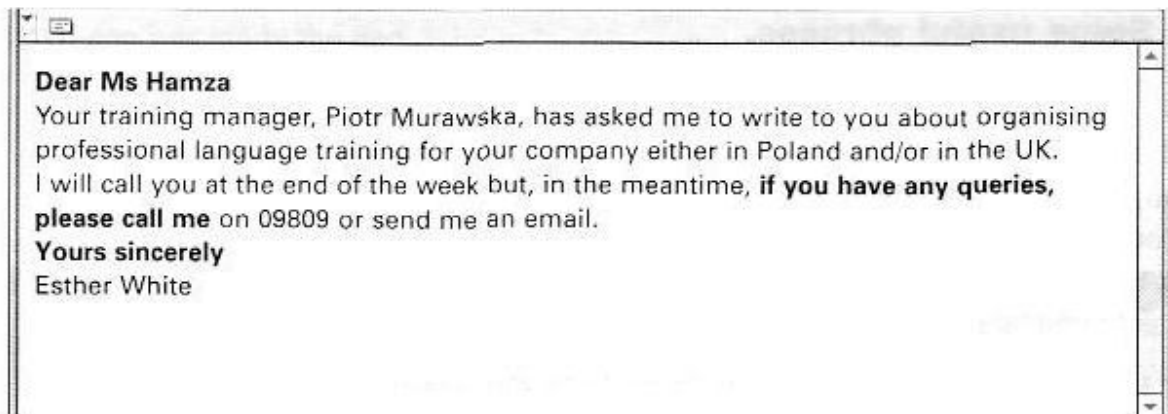
Many thanks for helping out with the conference.
I would like to apologise for the problems we had.
Let's hope we have better luck next time.

I would like to invite you to lunch next week.
Are you free for lunch on Friday.
Let me know if you can come.
Many thanks for the invitation.
I'd love to come.

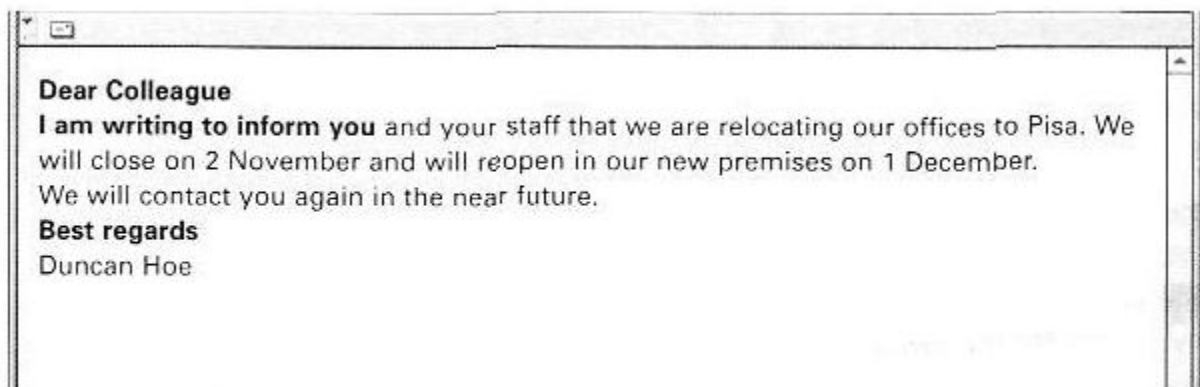
We are sorry to inform you that Raj Singh has left the company.
I was very sorry to hear about Raj.
Please pass on my best wishes.

Messages 1

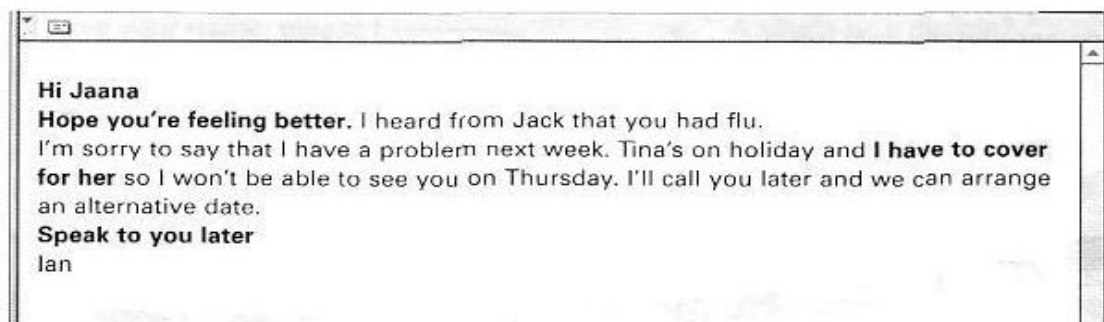
A first contact



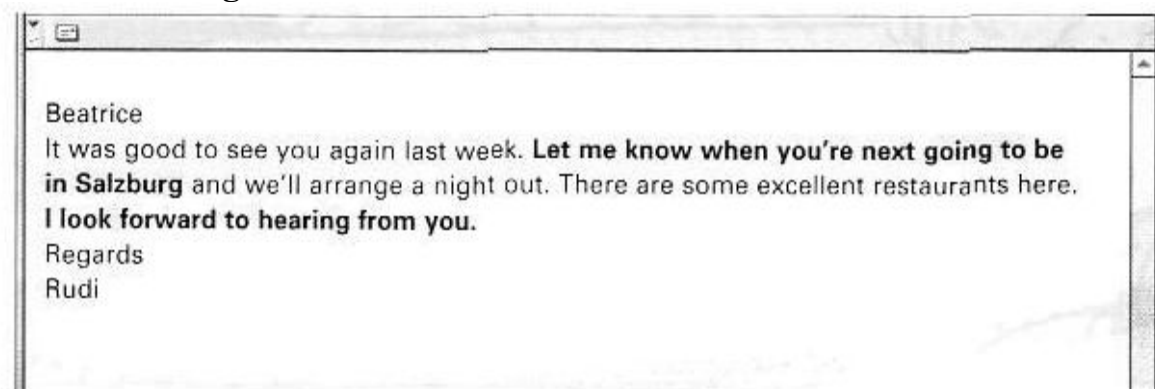
A formal message



Everyday matters



A future meeting



Notes

Dear Ms Hamza

Use *Dear* with the person's title and surname when you have not written to the person before or when you have a formal relationship. If you are in doubt, it is better to be more, rather than less formal.

... if you have any queries, please call me ...

This phrase is quite often used at the end of an email. Also:

If you have any questions, please call me.

Yours sincerely

In formal emails, we can use the formal letter-writing phrases:

Start: *Dear Ms/Mr/Mrs Pringle*

End: *Yours sincerely*

Start: *Dear Sir/Madam*

End: *Yours faithfully*

Dear colleague

The use of a word like *colleague* is used when writing to an identifiable group in more formal correspondence. It can be singular or plural. Note also:

Dear friend(s). Dear member(s), Dear All, Dear Sir/Madam (when you do not know the name of the person you are writing to)

I am writing to inform you ...

Full verb forms (e.g. *I am writing*) are often used in formal communications. Note the less formal (and more common) alternatives:

I am writing (I'm writing) to inform you ...
I am sure (I'm sure) that we can be of help ...
I will call (I'll call) you at the end of the week.
We will (We'll) contact you again.

Best regards

(With) best regards is a very common way to end an email and can be used in formal and informal contexts. There are many other ways to end, e.g.:

Regards, Best wishes, Yours, All the best

Hi Jaana

The common informal way to begin an email. You can also simply use a person's name at the beginning of a message

Hope you're feeling better.

Some other opening phrases:

Just to let you know that...
Sorry to hear about...
Thanks for the message.

... I have to cover for her...

to cover for means to do someone's job while the person is away.

Who's covering for you?
We're so short-staffed that there is no-one to cover for me. .

Speak to you later

Phrases to indicate that you will be in contact later:

I'll send you a message later.
Call me when you get this message.

Let me know when you're next going to be in Salzburg...

A friendly note to end. Some alternatives:

You must visit us again soon.
It was great to see you.
See you again soon.

I look forward to hearing from you.

Note that we say:

/ look forward to hearing from you.

Although quite formal, this phrase is very often used in emails. Also common:

/ look forward to meeting/seeing you.

British/American differences

British

If you have any queries ...

(The term *queries* is not used as frequently in American English as it is in British English.)

Yours sincerely

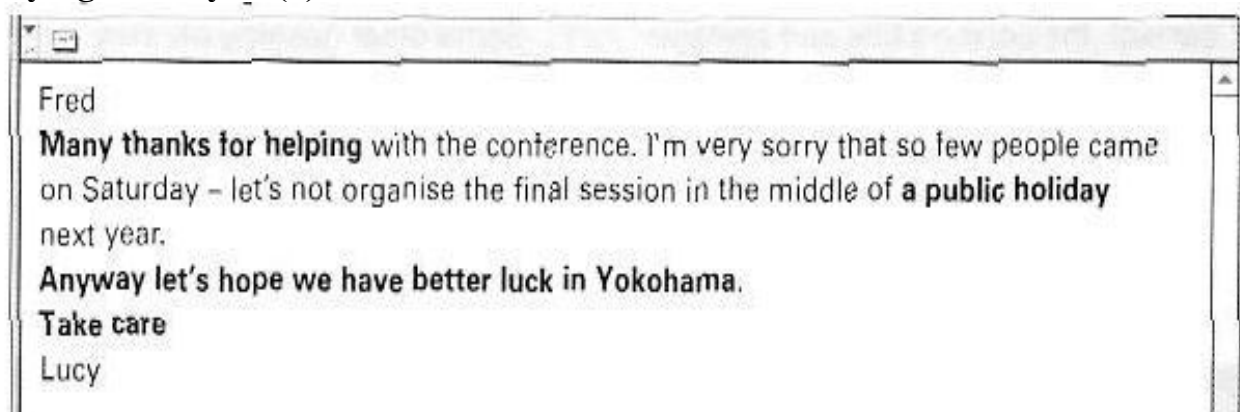
American

Sincerely

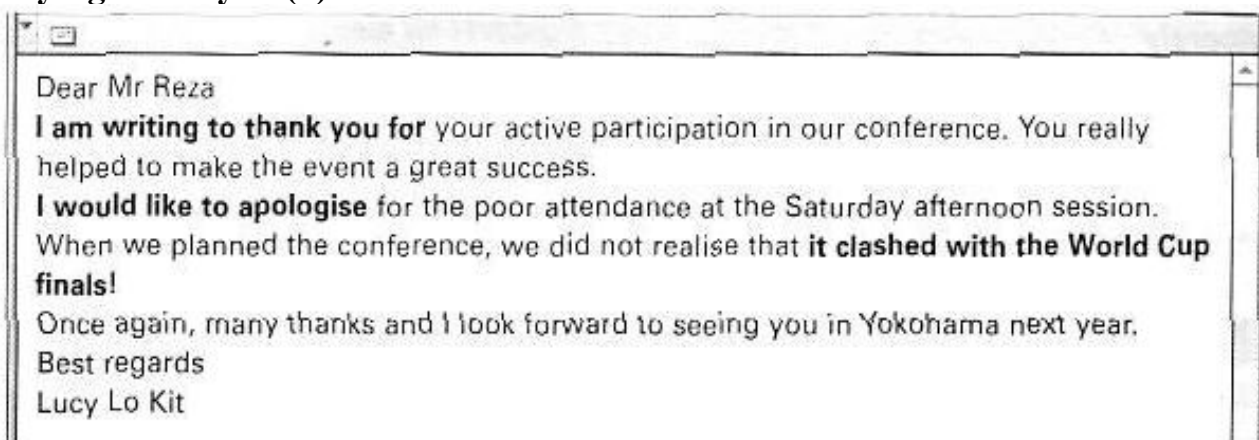
E-mailing(B)

Messages 2

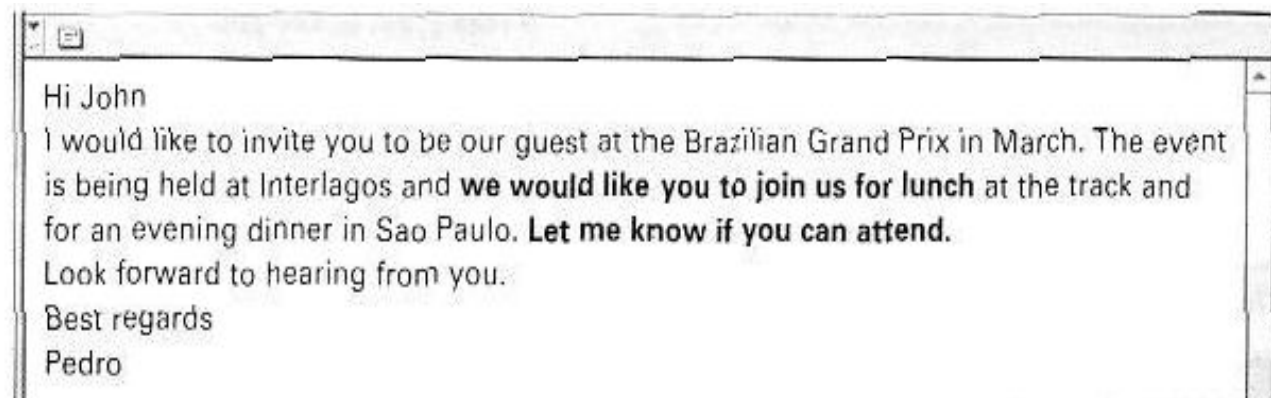
Saying thank you (1)



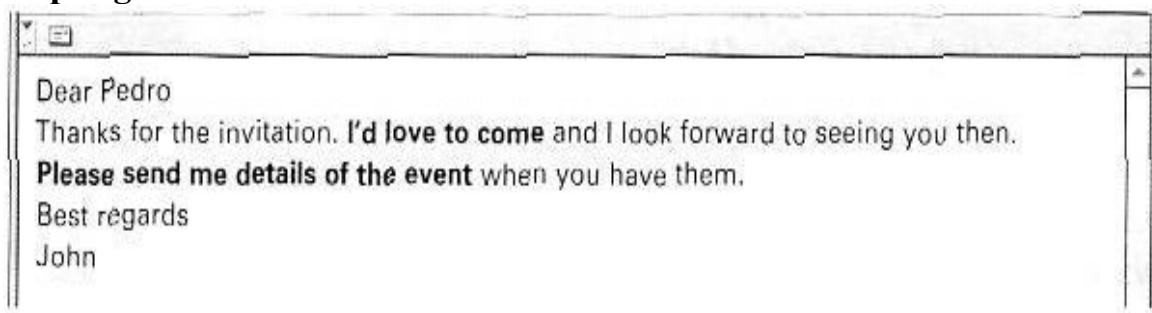
Saying thank you (2)



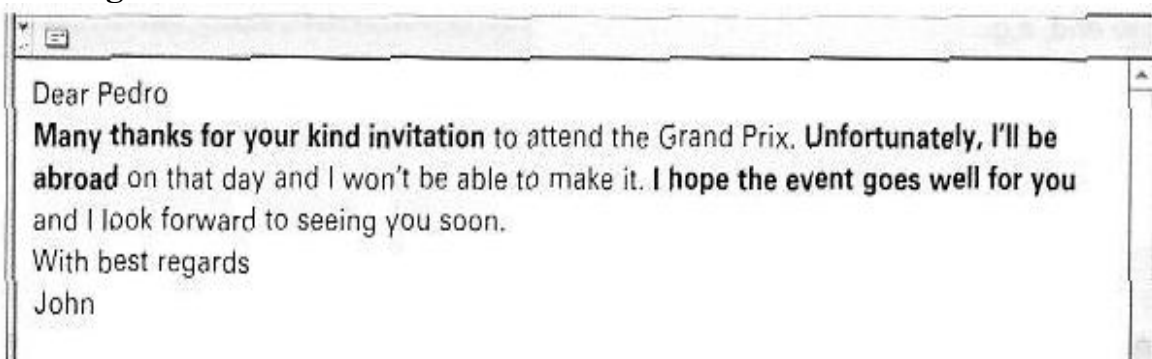
An invitation



Accepting an invitation



Declining an invitation



Notes

Many thanks for helping ...

Friendly informal thanks. Note also:

Once again, many thanks.

Very many thanks!

... a public holiday...

In the UK, public holidays are called *bank holidays*.

Anyway let's hope we have better luck in Yokohama.

Anyway is often used when we want to make a different point, to move away from what we have just said:

Anyway, I don't want to think about it anymore.

Anyway, that's all I wanted to say.

Take care

A phrase normally only used when talking to good friends. We do not use this phrase or others such as *Be good, Have fun!, Lucky you!* with our more formal business contacts!

I am writing to thank you for...

Fairly formal language for saying thank you.

Note also:

We really appreciate all your help.

We're very grateful for your help.

I would like to apologise ...

A formal way to apologise. A more informal phrase:

I'm very/really sorry about it.

... it clashed with the World Cup finals!

When two appointments in a diary *clash*, they happen at the same time.

...we would like you to join us for lunch ...

Note the other formal language used in this email. To be less formal, say:

Can you come to the Grand Prix?

I hope you can come to lunch.

Please come.

Let me know if you can attend,

A less formal way to say this is:

Let me know if you can make it.

I'd love to come...

An informal enthusiastic response to an invitation. Some others:

That would be great.

That's a great idea.

I'll really look forward to it.

Please send me details of the event...

An event is a special occasion.

It's going to be a very special event.

It took a long time to plan the event.

Many thanks for your kind invitation ...

Using a word such as *kind* emphasises the warmth of the thank you:

It was very kind of you to invite me.

Thank you for your excellent presentation.

Many thanks for the beautiful flowers.

Unfortunately, I'll be abroad...

You can avoid saying *sorry* by using *unfortunately*.

Unfortunately, I'm going to miss the presentation.

I won't be there, unfortunately.

I hope the event goes well for you ...

A friendly remark when you cannot attend a meeting or event:

I hope it all goes well.

Good luck with everything.

I hope I'll be able to come next time.

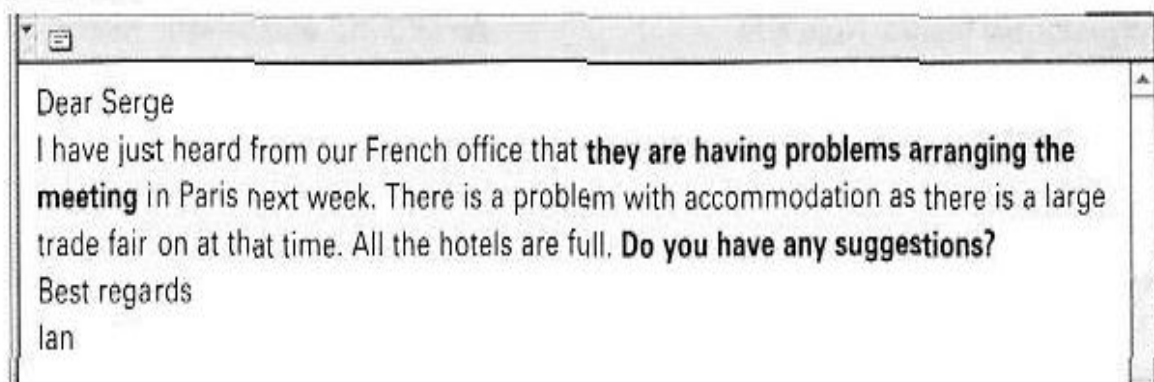
British/American differences

British	American
<i>realise</i>	<i>realize</i>
<i>bank holiday</i>	<i>legal/national/public holiday</i>
<i>apologise</i>	<i>apologize</i>

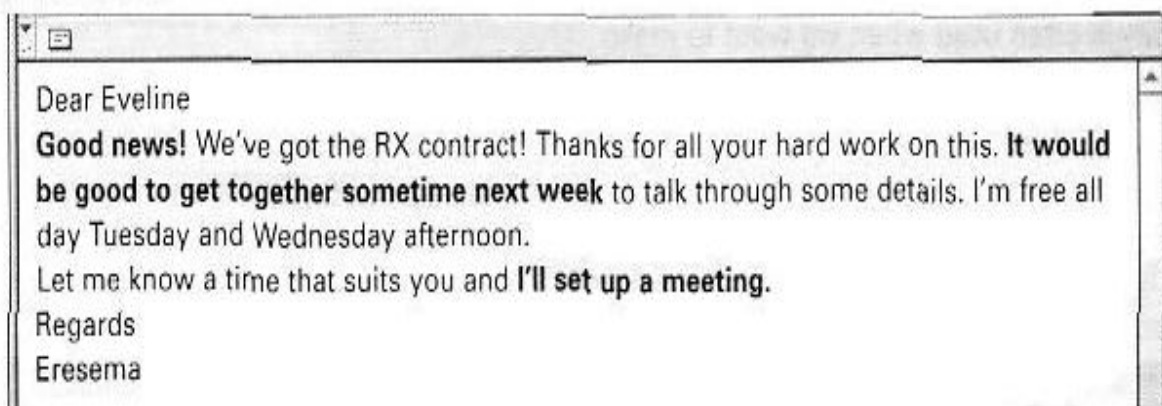
E-mailing(C)

Messages 3

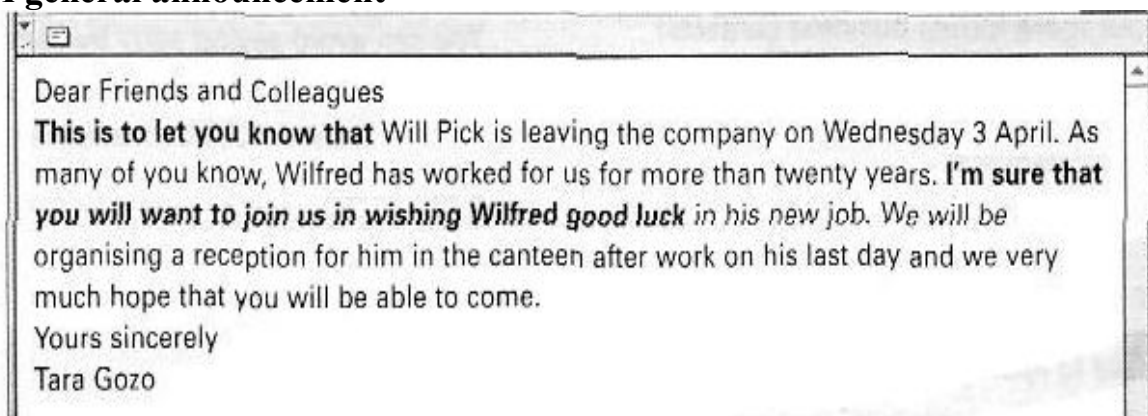
Problems



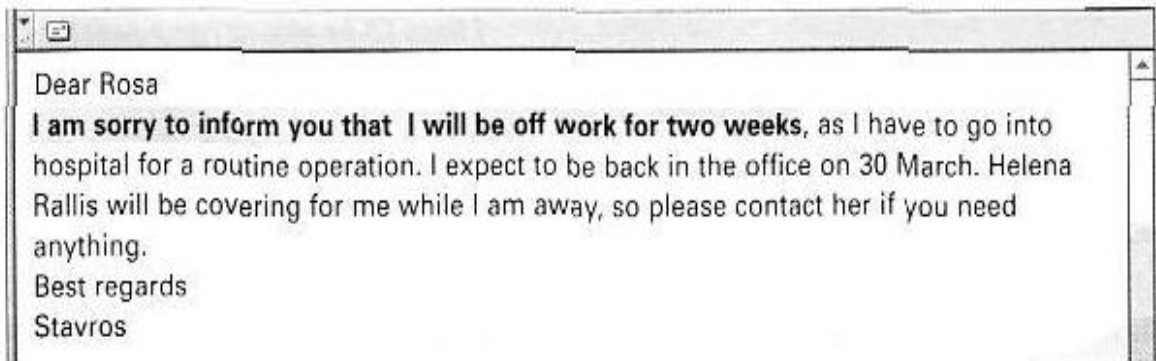
Good news



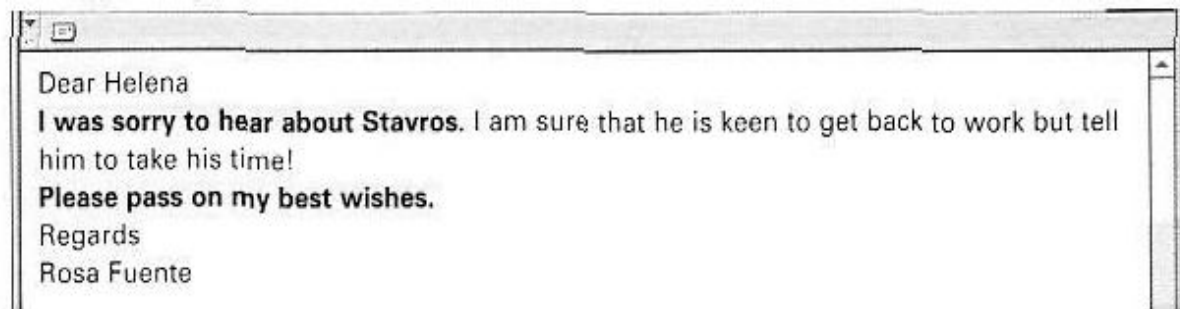
A general announcement



For information



Passing on good wishes



Notes

... they are having problems arranging the meeting...

Problems and difficulties:

We're having some difficulties.

There's a problem.

It's difficult to arrange.

Do you have any suggestions?

Looking for a solution:

Any ideas?

Do you have any ideas?

How can we sort it out?

How can we 'solve' the problem?

Good news!

Some enthusiastic responses to good news:

What good news!

That's great news!

That's fantastic/excellent news!

It would be good to get together sometime next week ...

To get together means to meet. (A *get-together* is an informal meeting, maybe a party). Other ways to suggest a meeting:

Let's meet next week.

Let's meet up in the near future.

We must arrange to meet up soon.

... I'll set up a meeting.

Another way of saying this:

I'll arrange/organise a meeting.

This is to let you know that...

Use *This is* in formal messages to refer to the message you are sending:

This is to inform you that the package will be late.

This is to remind you to call Vera.

Informal alternatives:

Just to let you know that the package will be late.

I'm just writing to say that...

I'm sure that you will want to join us in wishing Wilfred good luck...

Note the use of *join* in formal messages.

I hope you can join us for dinner.

Please join us in the evening if you can.

I am sorry to inform you that...

Less formal:

Sorry to tell you that...

I'm writing to let you know that ...

I'm afraid I have some bad news.

... I will be off work for two weeks,...

Some alternative expressions:

She'll be on sick leave.

She'll be away from work.

She'll be at home.

I was sorry to hear about Stavros.

Expressions of sympathy:

I was very sad to hear the news.

Everyone was very upset about it.

We'll miss him.

Please pass on my best wishes.

Some other sympathetic phrases:

I'll be thinking of him.

We hope he gets well soon.

Please pass our sincere condolences to his family, (when someone has died)

British/American differences

British	American
<i>go into hospital</i>	<i>go into the hospital</i>
<i>How can we sort it out?</i>	<i>How can we figure it out?</i>
Expressions of sympathy	
There are not really any major differences between British and American English when expressing sympathy. In both, the level of formality used will depend on how well you know the people concerned.	

E-mailing(D)

Practice

1 Complete the sentences with a preposition.

EXAMPLE: She's ...*on*.... sick leave.

- We will contact you again.....the near future.
- I look forward.....hearing from you.
- I'll call you.....the end of the week.
- Please call me.....456789.
- Many thanks.....all your help.
- Good luck.....everything.
- I'm covering.....Raj while he is away.
- He will be.....work for two weeks due to illness.
- Please pass.....our best wishes to him.
- We would like you to join us.....wishing Wu San a happy retirement.

2 Some of these phrases are used formally and some informally. Tick the correct column.

	formal	informal
A. 1 Dear John		
2 Hi John		
B. 1 I am writing to inform you that...		
2 I'm writing to let you know that...		
C. 1 We're having a get-together.		
2 We're arranging a meeting.		
D. 1 I would like to apologise for		
2 Sorry about...		
E. 1 Let me know if you can make it.		
2 Let me know if you can attend.		
F. 1 I would be very pleased to come.		
2 I'd love to come.		
G. 1 This is to let you know about...		
2 Just to let you know about ...		

3 Complete the sentences with the verbs in the box. Use each verb once only.

inform	miss	know	must	hope
pass	join	call	get	thank
				write

EXAMPLE: I'm writing to ...*inform*.. .. you that the conference has been cancelled.

- a Your training manager has asked me to.....to you.
- b I'll.....you at the end of the week.
- c I.....you're feeling better.
- d You.....visit us again soon.
- e I'd like to.....you for all your hard work.
- f Please.....us for lunch on 19 November.
- g Can we.....together sometime next week?
- h I'm sorry Peter has left. We'll all.....him.
- i We were very sad to hear about Hubert. Please.....on our condolences.
- j Just a short note to let you.....what's happening.

4 Write the sentences in this letter in the correct order.

Dear Mr. Green

- a Members of our sales team will present the service
- b After the presentation
- c We would like to invite you to the launch of
- d and there will be an opportunity to ask questions.
- e there will be dinner in the main restaurant.
- f our new courier service on 6 March
- g I very much hope that you can attend.
- h at the Grand Hotel at 6:30 p.m.

Best regards

Peter Pod

Dear Mr Green

Best regards

Peter Pod

5 Match the two parts of the sentences.

- 1 I am sorry to inform you that I
- 2 I'll call you when I

- 3 Let me know when you are next
- 4 I'd like to thank you for
- 5 I look forward to
- 6 I hope that the party
- 7 Unfortunately, the event clashes with
- 8 It was very kind of you
- 9 I need to tell you what is

- a. hearing all your news.
- b. goes well.
- c. all your help.
- d. (going to be) in London.
- e. will be out of the office next week.
- f. to invite me.
- g. happening next week.
- h. get back to Cairo.
- i. an important meeting

	2	3	4	5	6	7	8	9
e								

6 Complete the sentences. The first letters of the missing words spell a word you will 'appreciate'.

- a It would be *great...* if you could come to the party!
- b Please pass on my best to everyone.
- c I would like to for the problems with the arrangements.
- d Please t..... care!
- e We are organising a special al the end of the year. You must come!
- f I look to hearing from you.
- g I can't come to the party,
- h Let's hope we have better l..... next time

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Виробничо-практичне видання

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з навчальної дисципліни

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(англ. мовою)

*(для аспірантів 2 курсу
спеціальності «Транспортні технології»)*

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