

**LISTENING 1.1. , p. 6**

**Presenter 1**

1. In Geneva everybody got his jokes. T/F
2. He thinks using slang gives him a casual style that is fun and adds a personal touch. His experience in Geneva confirmed this point of view. T/F
3. After seeing their faces he realised how insensitive and inappropriate it was for those who didn't get the jokes. T/F
4. Next time before he gives a presentation to an international audience he will ask one of the members of the audience to review the presentation for him. T/F

**Presenter 2**

1. The speaker likes to put the VIP people in the front row whenever she gives a lecture in Bangkok. T/F
2. She had the special VIP ushered to their seats, which was well received. T/F
3. She thinks Thais are not used to „westernised“ meetings. T/F
4. Recognizing other cultures' customs and making an effort to adhere to it, can earn you some real points with the people that count. T/F

**Presenter 3**

1. In Japan people show concentration during presentations by closing your eyes, nodding and scratching your head. T/F
2. In parts of Germany and Austria listeners may sometimes show their approval by knocking on the table. T/F
3. Waving goodbye to Argentinian audience might be interpreted as the speaker's dissatisfaction with the audience's responses during Q&A session. T/F
4. Nodding your head in Bulgaria means no. T/F
5. Most Asian nations will greet their presenter with silence. T/F

**READING – p. 9**

**TASK** Which words or phrases are defined by the following?

1.
  - a) if a ball or other object \_\_\_\_\_ , or if you \_\_\_\_\_ it, it hits a surface then immediately moves away from it
  - b) if a cheque \_\_\_\_\_ , or a bank \_\_\_\_\_ it, the bank refuses to pay it because there is not enough money in the account of the person who wrote it
  - c) They like to get together and \_\_\_\_\_ ideas around.

2. to impress someone very much or make them feel very excited = \_\_\_\_\_

3. to go somewhere quickly or for a short time = \_\_\_\_\_

4. to make small changes to a musical instrument so that it will produce the correct notes = \_\_\_\_\_

**TASK** Complete the sentences with the VERBS given:

**PROCEED, HEAD, APPLY, APPEAL, SET, CRAFT**

1. You need to \_\_\_\_\_ your message and style carefully to \_\_\_\_\_ to international audiences.
2. These issues \_\_\_\_\_ the stage for communication difficulties.
3. The full-blown graphic presentations may not \_\_\_\_\_ in some countries.
4. Business \_\_\_\_\_ in a less-structured, slower manner.
5. Without knowing your audience you can easily \_\_\_\_\_ down the wrong track.

**STUMBLE, REHEARSE, ADJUST, OVEREMPHASIZE, REVIEW, ALLOW, TAP, FLOW**

6. The importance of careful planning cannot \_\_\_\_\_.
7. \_\_\_\_\_ into advice from other local business people.
8. \_\_\_\_\_ your presentation preferably before people who know the subject very well.
9. \_\_\_\_\_ your speaking pace so that participants can follow you.
10. This foreign speaker of English keeps \_\_\_\_\_ over several phrases.
11. \_\_\_\_\_ time to meet with interpreters and \_\_\_\_\_ any technical terminology to help them stay with you during your talk.
12. Rework your spoken language so that it \_\_\_\_\_ better

**PARAPHRASE, WATCH, COMPREHEND, TIE, TRACK, MAKE**

13. \_\_\_\_\_ your words closely to the visual aids.
14. Lead your listeners through the aids, using a pointer to help them \_\_\_\_\_ you.
15. \_\_\_\_\_ your language. Avoid slang and clichés.
16. Before answering a difficult question, \_\_\_\_\_ it to make sure that the question is understood correctly.
17. Be patient if it takes a while for you audience to \_\_\_\_\_ - your complex message.
18. Be slow to \_\_\_\_\_ assumptions on the basis of non-verbal messages.

**GRAMMAR : REVIEW OF TENSES**

IDENTIFYING TENSES – GENERAL ENGLISH

⇒ TASK Write in the correct verb form, using the verb in bold.

**walk**

- A Our baby Jack \_\_\_\_\_ now. He ´s just twelve months old.
- B How did you get here?  
We \_\_\_\_\_ . It didn ´t take long.
- C After ten miles I had to stop for a rest. We \_\_\_\_\_ non-stop for four hours.

**take**

- D My dog looked guilty. He \_\_\_\_\_ some food from the kitchen table.
- E It was a hard match. At half-time, one of the footballers \_\_\_\_\_ to hospital.
- F This shirt is £45, sir.  
That ´s fine. I \_\_\_\_\_ it.

**have**

- G I think we should buy a new car.  
We \_\_\_\_\_ this one for ages.
- H Don ´t phone at 8:00 this evening. We \_\_\_\_\_ dinner then.
- I We \_\_\_\_\_ a lovely picnic until my wife was stung by a bee.

**make**

- J This is a great sandwich shop. Everything \_\_\_\_\_ freshly \_\_\_\_\_ .
- K By the time I ´m forty I \_\_\_\_\_ enough money to retire.
- L Have you heard about Lenny? He \_\_\_\_\_ redundant.

**wash**

- M Where are my jeans? They \_\_\_\_\_ at the moment. Sorry.
- N My favourite white T-shirt went pink. It \_\_\_\_\_ with my daughter ´s red sweater.
- O Why are you all wet? I \_\_\_\_\_ the car.

**sell**

- P I wish I'd bought that antique chair I saw in the shop window. It \_\_\_\_\_ by now.
- Q My sister earns a good salary. She \_\_\_\_\_ life insurance policies.
- R If no one offers to buy the house, it \_\_\_\_\_ by auction next month.

**teach**

- S At the end of this term I \_\_\_\_\_ for six years.
- T The soldiers \_\_\_\_\_ how to use grenades when unfortunately one blew up and injured one of them.

**PAST SIMPLE vs. PAST PERFECT, irregular verbs**

⇒ **TASK** Complete the sentences with the verb in bold in either the Past Simple or the Past Perfect. All the verbs are irregular.

**FALL**

- A Harry \_\_\_\_\_ in love with a beautiful Greek girl while he was working in Athens.
- B At last there was silence from the back of the car. All the children \_\_\_\_\_ asleep.

**FEEL**

- A She told me that she \_\_\_\_\_ sick with nerves before making that speech.
- B Tom \_\_\_\_\_ really sorry for himself. Not only had his girlfriend gone off with his best friend, but he didn't get the promotion he wanted.

**HAVE**

- A It was clear from the tense atmosphere that Susie and Gary \_\_\_\_\_ yet another row.
- B We \_\_\_\_\_ breakfast on the veranda every morning whilst we were staying in Venice.

**TEAR**

- A Camilla \_\_\_\_\_ his letter into tiny pieces and threw it onto the fire.
- B Johny's mother asked him how he \_\_\_\_\_ his trousers.

**COST**

- A I didn't ask the price of Ted's new car, but I knew it \_\_\_\_\_ a fortune.
- B It \_\_\_\_\_ more to have our word processor fixed than to buy a new one.

**FLY**

- A My father \_\_\_\_\_ into a temper when he heard I'd failed my exams.
- B I went to visit my brother in Australia. I was nervous because I \_\_\_\_\_ (never) before.

**CATCH**

- A We \_\_\_\_\_ a taxi outside the restaurant, and it took us to our hotel.
- B She wondered how she \_\_\_\_\_ a cold in the middle of the summer.

**BE**

- A They \_\_\_\_\_ held hostage for over six weeks when they finally escaped.
- B Talks \_\_\_\_\_ held in New York last week to discuss global warming.