

Unit Test 1 Answer Key

Vocabulary: Public speaking

1 gestures / 2 handout / 3 pace / delivery / 4 rephrase / 5 greeting / 6 visual aids / 7 anecdote

Language Review: Idioms

8 f / 9 c / 10 a / 11 e / 12 d / 13 h / 14 b / 15 g

Business Skills: Networking

- 16 What did you think of the talk?
- 17 It wasn't really my sort of thing.
- 18 Could I introduce you to a colleague of mine?
- 19 I'm afraid I've run out of business cards.
- 20 Have you lived here long?
- 21 Give me a call if you're ever in Madrid.
- 22 It's been a pleasure talking to you.
- 23 Would you be interested in having lunch sometime?

Business Skills: Writing formal invitations

- 24 We are writing **to** invite you to our conference entitled 'Truly Global – Truly
- 25 International'. We **realise** that with the recent publication of your book on
- 26 cultural differences, the conference will probably be of **interest** to you. For this
- 27 reason, we would be honoured if you could **to** attend the event and give the plenary talk to the delegates.
- 28 We would be extremely grateful if you could confirm your talk at your **the** earliest
- 29 convenience. Please find **attached** a speaker's proposal form. Please do not hesitate
- 30 to contact **with** me should you require further details.