

# Today in class:

- **Unit 5. International Business Styles**
- **Adjectives of nationality**



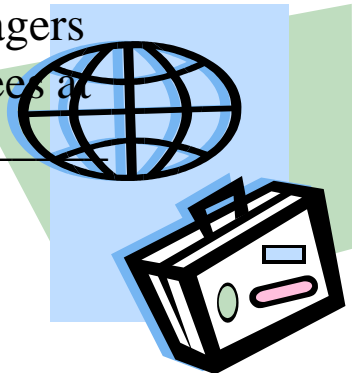
## Unit 5. International Business Styles - KEY VOCABULARY

**Task Instructions:** Fill in the gaps with the keywords given below.

**SUBORDINATES, HIERARCHY, INITIATIVE,  
DECISIONS, ORDERS, DELEGATE, RESPONSIBLE,  
AUTHORITY (x2), VARY, NATIONAL CULTURE**

The characteristics of management often                     **VARY**                     according to **NATIONAL CULTURE**, which can determine how managers are trained how they approach their jobs.

The amount of responsibility of any individual in a company depends on the position that he or she occupies in its                     **HIERARCHY**                    . Managers, for example, are                     **RESPONSIBLE**                     for leading the people directly under them, who are called                     **SUBORDINATES**                    . To do this successfully, they must use their                     **AUTHORITY**                    , which is the right to **make**                     **DECISIONS**                     and **give**                     **ORDERS**                    . Managers often                     **DELEGATE**                     their authority. This means that employees at lower levels in the company hierarchy can use their                     **INITIATIVE**                     that is to make decisions without asking their managers.



SOURCE:

Tullis, G. & Trappe, T. (2000). *New Insights into Business*, page 44

# Unit 5. International Business Styles

Connect the words with their definitions.

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- **NATIONAL CULTURE** → authority
  - **AUTHORITY** → people directly under managers
  - **SUBORDINATES** → determines how managers are trained and how they approach their jobs
  - **TO DELEGATE** → the right to **make** decisions and **give orders.**
  - **TO USE INITIATIVE** → means to make decisions without asking **managers**

# 1 THE HANDSHAKE

SHAKING HANDS CAN BE CRUCIAL IN MAKING A GOOD FIRST IMPRESSION; INITIATING A HANDSHAKE IS A GOOD WAY TO PROJECT CONFIDENCE. YOUR HANDSHAKE SHOULD NEVER BE TOO SOFT AS THIS CAN IMPLY A LACK OF CONFIDENCE, BUT IF YOUR HANDSHAKE IS TOO FIRM YOU RISK PRESENTING YOURSELF AS TOO DOMINANT. A GOOD HANDSHAKE SHOULD BE ABOUT HALF WAY BETWEEN THE TWO.





2

# EYE



# CONTACT

WHEN SPEAKING IN A MEETING, INTERVIEW OR PRESENTATION YOU SHOULD TRY TO MAINTAIN EYE CONTACT WITH YOUR CONVERSATION PARTNER OR AUDIENCE. IF YOU ARE IN A CONVERSATION WITH MORE THAN ONE PERSON, ENSURE THAT YOU GIVE THE SAME AMOUNT OF EYE CONTACT TO EACH OF THEM WHEN ADDRESSING THE ROOM; THIS HELPS ENSURE THAT YOU SHOW ALL OF YOUR CONVERSATION PARTNERS THE SAME AMOUNT OF RESPECT.

# 3 SIT PROPERLY

HOW YOU SIT IN A MEETING OR BUSINESS ENVIRONMENT CAN TELL OTHERS A GREAT DEAL ABOUT YOU. IF YOU SIT TOO FAR BACK IN YOUR CHAIR OR SLOUCH, IT COULD SUGGEST THAT YOUR ATTITUDE IS TOO CASUAL OR UNPROFESSIONAL. IT MAY SEEM OBVIOUS, BUT SITTING UP STRAIGHT CAN PLAY A BIG PART IN SHOWING THAT YOU ARE TAKING THINGS SERIOUSLY AND PRESENTING YOURSELF PROFESSIONALLY.



4



# NEVER FOLD YOUR ARMS

HAVING YOUR ARMS FOLDED CAN EASILY BE READ AS A SIGN OF DEFENSIVENESS, OR WORSE, DISINTEREST. WHEN YOU ARE NOT SPEAKING IN A MEETING OR INTERVIEW ENVIRONMENT IT IS BEST TO KEEP YOUR ARMS AND HANDS EITHER ON YOUR LAP OR ON THE TABLE.

5

WHILE IT IS VITAL TO APPEAR PROFESSIONAL AT ALL TIMES IN INTERVIEWS AND MEETINGS, IT IS IMPORTANT NOT TO APPEAR TOO TENSE WHICH CAN IMPLY NERVOUSNESS. SMILING AT APPROPRIATE POINTS IN CONVERSATIONS AND USING SUBTLE HAND GESTURES TO EMPHASISE THE POINTS YOU MAKE WHEN SPEAKING IS A GREAT WAY TO APPEAR APPROPRIATELY RELAXED IN AN INTERVIEW OR MEETING.

RELAX





# Adjectives of nationality

Write the adjectives of nationality for the following countries.

## COUNTRIES

- Denmark
- Norway
- France
- Holland
- Spain
- Finland
- USA
- Britain
- Turkey
- Portugal
- Russia
- Germany
- Greece
- Italy
- Sweden

## ADJECTIVES OF NATIONALITY

- Danish
- Norwegian
- French
- Dutch
- Spanish
- Finnish
- American
- British
- Turkish
- Portuguese
- Russian
- German
- Greek
- Italian
- Swedish



