

Today in class:

- **Phrasal verbs**
 - **will & going to**
 - **Vocabulary**
 - **Defining vs. non-defining relative clauses**
 - **Speaking/discussion**
- 

Replace the words in italics with a verb from **A** and a particle from **B** in the correct form.

A

point	buy
think	look
call (x2)	let
go	

B

out	on
over	about
off	down
up	after

knjiga, str. 78

- a The meeting has been *cancelled* because several people are unable to attend. *called off*
- b We already own 30% of the company's shares and we intend to *purchase* at least another 20% in the coming year.
- c The new subsidiary in Bahrain will be *supervising* our operations in the Middle East.
- d It will be a difficult conference to organise. How shall we *start doing* it?
- e We'll need some more time to *reflect upon* your proposal before we can give you an answer.
- f In her presentation she *drew attention to* some of the problems that the new project would involve.
- g One of our sales representatives will *visit* you next week.
- h This year the company has *disappointed* investors by announcing an unexpected loss.

Solutions

2 KEY:

b buy up

c looking after

d go about

e think over

f pointed out

g call on

h let down

- will and going to: use

New Insights Into Business, Grammar Reference, str. 167-168

- will

- instant odluka - The phone is ringing. I'll pick it up!
- predviđanja o budućoj radnji: **Will it be Alexandra, Elizabeth or Victoria? The names in the hat for Britain's newest princess...** (The Daily Mail)

Read more: <http://www.dailymail.co.uk/>

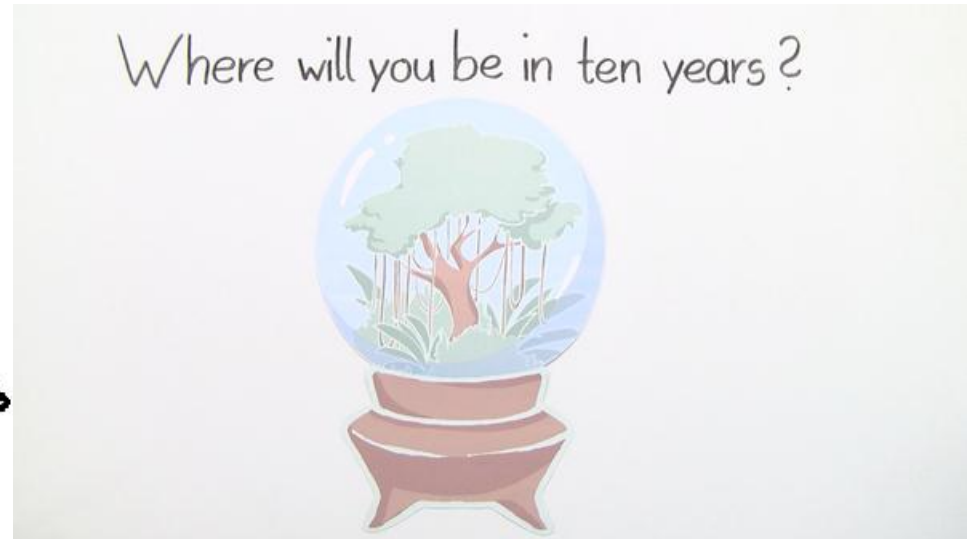
- buduća činjenica ili deo procesa – In June, 2015 we will launch a new model.

- going to

- radnja koja je već isplanirana/odlučena: I am going to take my exam next month.
- predviđanje na osnovu onoga što znamo ili vidimo: Look at those clouds – it's going to rain.

Future Tenses: will & going to

1. We are going to have (to have) dinner at a seaside restaurant on Sunday.
2. On Friday at 8 o'clock I am going to meet (to meet) my friend.
3. Wait! I will drive (to drive) you to the station.
4. I am going to see (to see) my mother in April.
5. Look at the clouds – it is going to rain (to rain) in a few minutes.
6. You're carrying too much. I will open (to open) the door for you.



Grammar check

1 Underline the correct forms of the words in italics.

The results of the latest supplier audit are ¹ *already / still* incomplete. They will ² *process / be processed*, then we will prepare a full report. However, early analysis shows that some of our suppliers ³ *still / yet* haven't complied with our policy. The companies concerned ⁴ *will be informing / will be informed* that failure to comply will mean that we ⁵ *are discontinuing / will discontinue* our dealings with them.

⁶ *Although / In spite of* a lot of progress ⁷ *has been made / has made* to eliminate products containing toxic materials, further work remains ⁸ *to do / to be done*, which ⁹ *is going to / will* ¹⁰ *enable / let* us to include an ecological label on most of our goods. We ¹¹ *are going to / will* probably be able to do this next year, and guarantee that none of our products ¹² *have tested / have been tested* on animals.

As for health and safety and working conditions, we ¹³ *will produce / will be produced* new guidelines in the near future. A summary of the problem areas ¹⁴ *is given / is being given* below. ¹⁵ *In spite of / Although* protective clothing is provided, there are too many accidents. Additional training will ¹⁶ *allow / let* workers become more familiar with the hazards of different machinery.

Regarding workers' rights, we ¹⁷ *have been agreed / have agreed* that companies using unpaid overtime will be removed from our list of suppliers. ¹⁸ *Even though / Despite* there are national differences in legislation, we ¹⁹ *will / are going to* continue our efforts to introduce minimum working conditions for overseas suppliers.

We expect that this year's survey ²⁰ *is going to / will* enhance the performance of the company and maintain our reputation.

knjiga, str. 104

Solutions

Grammar check

1

- | | | | |
|----|-------------------------|----|-------------------------|
| 2 | <u>be processed</u> | 12 | <u>have been tested</u> |
| 3 | <u>still</u> | 13 | <u>will produce</u> |
| 4 | <u>will be informed</u> | 14 | <u>is given</u> |
| 5 | <u>will discontinue</u> | 15 | <u>Although</u> |
| 6 | <u>Although</u> | 16 | <u>let</u> |
| 7 | <u>has been made</u> | 17 | <u>have agreed</u> |
| 8 | <u>to be done</u> | 18 | <u>Even though</u> |
| 9 | <u>will</u> | 19 | <u>are going to</u> |
| 10 | <u>enable</u> | 20 | <u>will</u> |
| 11 | <u>will</u> | | |

Unit 9. Import Export

Fill in the gaps with the words given below:

tariff, export, WTO, duties, international trade,
protectionist, a quota, import, EFTA



INTERNATIONAL TRADE

- _____ is the exchange of goods and services between different countries. Depending on what the country produces and needs, it can **EXPORT** _____ (send goods to another country) and **IMPORT** _____ (bring in goods from another country).
- Governments can control international trade. The most common measures are tariffs (or **DUTIES** _____) and quotas. A **TARIFF** _____ is a tax on imported goods. And a **QUOTA** _____ is the maximum quantity of a product allowed into the country during a certain period of time. These measures are **PROTECTIONIST** _____ as they raise the price of imported goods to 'protect' domestically produced goods. International organizations such as the **WTO** _____ (World Trade Organization) and **EFTA** _____ (European Free Trade Association) regulate tariffs and reduce trade restrictions between member countries.

Unit 9. Import Export - matching exercise

Match the words with their definitions.

- tariff
 - import
 - WTO
 - quota
 - EFTA
 - export
- send goods to another country
 - bring in goods from another country
 - a tax on imported goods
 - the maximum quantity of a product allowed into the country during a certain period of time
 - World Trade Organization
 - European Free Trade Association



Reading, *New Insights into Business* page 86

Companies can choose from various methods to establish their products in a foreign market. One option is to start by working with **local experts** such as **sole agents** or **multi-distributors**, who have a specialist knowledge of the market and sell on behalf of the company. This often leads to the company opening a **local branch** or **sales office**. Another option is to sell, or give permission to use, **patents** and **licences** for their products. They may wish to start by manufacturing in the export market, in which case they can either set up a **local subsidiary** or a **joint venture** with a local partner.

- Which of the methods mentioned above can companies use to establish their products in a foreign market?

UNIT 11. SETTING UP A BUSINESS

FILL IN THE GAPS WITH THE FOLLOWING WORDS:



Private Limited Company (Ltd), share capital, corporation, unlimited liability, Sole Trader / Sole Proprietor, public limited companies (plc), partnership, limited liability, self-employed

- Many large businesses in the UK are public limited companies (plc) which means that the public can buy and sell shares on the stock exchange. Examples include Marks & Spencer, British Telecom and the National Westminster Bank. The minimum share capital for the public limited company is £50 000, so many new businesses are likely to take one of the following forms:
 - Sole Trader or Sole Proprietor – The simplest way of starting a business, usually owned by a family. You are self-employed and have unlimited liability for all aspects of finance and management of your business.
 - Partnership – The partners can contribute **tangible capital** (money, building, machinery) or **intangible assets** (famous name, intellect, etc.) . All partners are responsible for the debts of the partnership. Profits and losses are shared.
 - Private Limited Company (Ltd) – a company can be formed with a minimum of two people becoming its shareholders. They must appoint a director and a company secretary. If the company goes out of business, the responsibility of each shareholder is limited to the amount they have contributed; they have limited liability.
- In the US businesses have the same basic forms. In order to have the right to issue and sell stock, the corporation is to be registered by the authorities.

Unit 12. Corporate Alliances and Acquisitions

- joint venture
 - merger
 - acquisition or takeover
- two companies come together to form one company
 - two or more companies agree to collaborate and jointly invest in a separate business project
 - one company accumulates enough of another company's shares to take over control and ownership



Unit 13. Marketing

1. What is marketing mix (The Four Ps)?



PRODUCT
proizvod

PRICE
cena

PLACE
distribucija

PROMOTION
promocija

Defining vs. non-defining relative clauses

- A *The company is compiling a library of software components **that companies can then slot together.** (para 16)*
- B *Apricot, **which ran a version of Microsoft's MS-DOS operating system,** had a hardware architecture peculiar to itself. (para 11)*

3 Choose the non-defining relative clause which best completes each of the sentences below.

- 1 The firm's 300 employees, .£., decided to go on strike
- 2 The report, ..., contained many interesting ideas on how to promote our new products.
- 3 The firm, ..., intends to expand its presence in Eastern Europe.
- 4 The new machinery, ..., is not as efficient as we had hoped.
- 5 Professor Harding, ..., will be the main speaker at this year's conference.
- 6 KBJ Optics, ..., has over a hundred patented products.
- 7 The Chairman, ..., maintains close relations with the company's major investo
 - a whose engineers are among the most brilliant in the country
 - b which cost the company over £2 m
 - c whose salaries had not been increased
 - d who was elected to the Board last year
 - e which was written by our Marketing Manager
 - f which has recently signed a contract with a Polish manufacturer
 - g who is a specialist in American management techniques



1 Match the expressions a–j below to the following things that a chairperson should do.

- 1 open the meeting
 - 2 keep things moving
 - 3 keep an eye on time
 - 4 make sure everyone stays focused
 - 5 invite contributions
 - 6 summarise regularly
 - 7 seek clarification
 - 8 summarise agreed action points
 - 9 allocate action points and establish deadlines
 - 10 close the meeting
-
- a Has everyone got that?
 - b Shall we move on?
 - c As I see it, we seem to be saying ...
 - d Could you let us have the exact figures for Friday?
 - e What exactly do you mean?
 - f So what we've finally decided on is ...
 - g We'll have to move on I'm afraid.
 - h Thanks for coming everyone.
 - i What do you think of that, Mr ...?
 - j Thanks very much everyone, that was very useful.

A sunset scene with a bright sun low on the horizon, casting a golden glow over a body of water. In the background, a dark silhouette of a tree stands on a hill against the bright sky. The text is overlaid in a white, serif font.

Thank
You for your
attention!
See you next
week!