

# HMW Vocabulary Unit 3-Organisations, p. 23

- Discuss these questions.
  - Which of the words below can describe:
    - a) good qualities of an organisation?
    - b) bad qualities of an organisation?

| bureaucratic  | caring        | centralised  | conservative |
|---------------|---------------|--------------|--------------|
| decentralised | democratic    | dynamic      | hierarchical |
| impersonal    | market-driven | professional | progressive  |

- 2 Can you add any others?
- 3 Which of the words describe your own organisation or an organisation you know well?

## Revision – Noun combinations, p. 26

- Underline the most suitable noun combination in each group.
  - a) the meeting of today
    - b) today's meeting
    - c) today meeting
  - 2 a) a letter of credit
    - b) a credit's letter
    - a letter's credit

- 3 a) a business card
  - b) a card of business
  - c) a businesses' card
- a) a data's base
  - b) a base of data
  - c) a database
- Nouns used as numerical adjectives are singular. For example, a plan which lasts for 10 years = a ten-year plan. Change the following phrases in the same way.
  - a hotel with five stars
  - 2 a budget worth 3 million dollars
  - 3 a presentation that lasts 20 minutes
  - 4 a contract worth 200,000 pounds
  - 5 an industrial empire which is 150 years old
- Match each noun in column 1 to two of the nouns in column 2 to make word partnerships.
  - 1 business
- a) virus
- b) cards
- c) plan

- 2 management
- a) style
- b) technology
- c) policy

3 sales

- a) campaign a) force
- b) department b) technology
- c) trade

- 4 labour 5 company
- a) house
- c) market

- a) union
- b) headquarters
- c) logo

- 6 trade 7 consumer
- a) goods
- b) technology
- c) fair

- 8 research
- a) project
- b) logos **b)** findings
- c) awareness

- a) technology
- b) force
- c) knowledge c) desk

- 9 information 10 computer
- a) union
- b) program
- c) virus
- Make sentences with the noun combinations in Exercise D. For example: It is common practice to exchange business cords when meeting new clients.

## Skills – Socialising: introductions and networking, p. 27

## Skills

## Socialising: introductions and networking

(A) 3.5, 3.6, 3.7 Listen to the three conversations. Choose the correct description from the list for each one.

Greeting someone and talking about the past
Introducing another person
Introducing yourself and giving information about your company



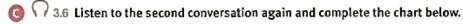
- 1 Which of these expressions do you hear in the dialogue?
  - a) Nice to see you again.
- d) How about you?

b) Fine, thanks.

e) I changed my job last year.

c) Wonderful!

- f) I'm in banking now.
- 2 Who is head of data processing?
- 3 Who now works in marketing?



| Name                       | Company | Activity |
|----------------------------|---------|----------|
| Don Larsen<br>Erika Koenig |         |          |

1 3.6 Listen again and complete this extract from the second conversation.

| Don   | Well, we're basically an                    |
|-------|---|
| Erika | Is Atsource Solutions a new company?        |
| Don   | No, we're well established. The company was |





## Starting up, p. 30

## Starting up

- Which of these situations would you find the most difficult to deal with?
  - 1 Losing a lot of money
  - 2 Moving house
  - 3 Moving to another country
  - 4 Losing your job

- 5 A new boss
- 6 New neighbours
- 7 Driving abroad
- 8 Getting married
- B What has been the most significant change in your life?
- Which of these business situations would worry you most? Why?
  - You read in the paper that your company will probably be merging with another company.
  - 2 You keep your job after a merger, but you are in a less powerful position.
  - 3 Your company has to relocate to the other side of the city.
  - 4 You are asked to relocate to a dangerous foreign country.
  - 5 You are promoted but are now in charge of a hostile workforce.
  - 6 You have to move from an open plan office to sharing your boss's office.
  - 7 You have to work with a completely new computer system.
  - 8 You have to decide who to make redundant in your new department after a merger.

## Vocabulary, p. 33

## Vocabulary Describing change

Write the verbs from the box under the correct prefix to make words connected with change. Use a good dictionary to help you. Some of the words can be used with more than one prefix.

| down- de- up-<br>centralise | _   | _ | _   |         | e- organ<br>develop | -centralis<br>size |
|-----------------------------|-----|---|-----|---------|---------------------|--------------------|
| centralise                  | re- |   | up- | e-      | d                   | down-              |
|                             |     |   |     | tralise | cent                |                    |
|                             |     |   |     |         |                     |                    |
|                             |     |   |     |         |                     |                    |

## Skills: Taking part in meetings 2, p. 35

6 4.3 Listen again and tick the expressions in the Useful language box that you hear.

## Useful language

## Interrupting

Could I just say something? Excuse me, but could I just say ...

## Asking for clarification

How do you mean, ...?
What exactly are you saying?
What exactly do you mean?
Are you saying we need to ...?
Sorry, I don't follow you.
Can you explain in more detail?

#### Clarifying

What I mean is ...
What I'm saying is ...
No, I was thinking of ...
To be more specific ...
To clarify ...

## Dealing with interruptions

Hold on. Can I finish the point? Let Stefan finish, please. I'd like to finish if I may. Just a moment ...

## Making proposals

I suggest ...
I propose that ...
How about ...
We could...

#### Rejecting proposals

Sorry, I don't think it's / that's a good idea.
I'm not sure I agree with you there.

It / That just won't work.
Well, I'm not happy about it/that.



# Thank you for your attention!

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- konsultacije: utorak od 12:00 do 14:00, kabinet 15