PRIMER KOLOKVIJUMA: MASTER

Fill in the gaps with the words given.

*box, account, roles, speaker, agenda, restructuring, chatterboxes, rapport, ground, break,*

1. We talked in the coffee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. What better way to build \_\_\_\_\_\_\_\_\_\_ with your clients than to take them to dinner.
3. Learn to think outside the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. There will have to be some \_\_\_\_\_\_\_\_\_\_\_\_\_ of the department.
5. If you wish to build good relationship with your client, take time to find common \_\_\_\_\_\_\_\_\_\_.
6. Be aware of age and gender \_\_\_\_\_\_\_\_\_\_\_\_\_\_ when doing business internationally.
7. We all have to deal with \_\_\_\_\_\_\_\_\_\_\_\_ at one point or another.
8. They debited my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for $300.
9. The last \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ overran by 20 minutes.
10. If you wish your meeting to be successful, stick to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Match sentences that go together.

1. Are you fond of tennis? Never mind. Another time.
2. Sorry..? , I’m not with you. Neither have you
3. Hi, Mark. Sorry I can’t stop. Sure.
4. Are you free to talk? Not especially.
5. You haven’t changed a bit I must say. Are you saying we need to cut costs?

Match sentence halves that go together.

1. What you’re saying is completelly beside the conversation, call him out.
2. Hey, John. Have agenda.
3. If you notice one person monopolizing the point.
4. I’ sure she’s got some hidden on this one.
5. I want your input a look at this.

Complete the dialogue.

MUST BE YOU GO THERE’S THANKS HERE IT’S NOT GET YOU LET ME MAKE IT GO BACK A LONG WAY

Tom: Hi Jane. Glad you could \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Jane: I wouldn’t have missed it for the world. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ every day I get invited to something like this.

Tom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ someone I’d like you to meet. But first \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ get you something to drink. What can I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

Jane. Just water for now, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Tome: Here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jane: Thanks. So, who’s this person you wanted me to meet?

Tome: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ he is. Jane, this is Ricardo.

Jane: Oh, hello Ricardo. Long time no see!

Ricardo: Yes, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ three years now.

Tom: Ah, I see you two know each other already.

Ricardo: Yes. Jane and I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_