

Student Material Phone Conversation 8

Inglés de Negocios Internacional Elemental

Activity 1: Have you? Reply to your tutor's questions.

Activity 2: Trip advice

Imagine your tutor is a colleague who is going on a business trip. **Use the information below to give some advice, and add your own ideas.**

- Stay in an expensive hotel. X
- Take plenty of business cards. ✓
- Arrange a lot of appointments on the same day. X
- Be late for appointments. X
- Write a short report after each meeting. ✓
- Keep all your receipts for travel and restaurants. ✓

Activity 3: You, at work.

Discuss the following topics:

- Your strengths and weaknesses at work.
- The kinds of people you usually work well with.
- Your ideal job.
- The worst job you've ever had.