

Business English 10a- 1.Std

Dear students,

Unfortunately we are not meeting tomorrow. Nevertheless we are going to write a **test about “phoning on business”** next **Monday (4 March)** on these topics:

1. Key vocabulary (only those words we marked on the copy “key vocabulary”)
2. Vocabulary of *all* exercises on phoning (copy: Business calls and copy:Phoning on business/business calls)
3. How to make a call (how to prepare and make a successful call), telephone manners

You are going to do gap-fills, to explain words and to translate some sentences into English.

In order to prepare the test, you should do the following tasks:

1. Choose 6 words of the vocabulary “phoning on business” and explain them in complete sentences.
2. Prepare a gap-fills exercise (5 gaps) to be done in the next lesson with your partner.
3. Learn all words carefully by heart.
4. Make sure that you can sum up the contents of the two texts you dealt with last Monday.

If you have any questions, please do not hesitate to come to me and ask them.

Good luck! Bye-bye. Birgit Renker