



Task № 1. Choose the most suitable word to fill each space.

When discussing (1) ... topic “Addressing Someone” in a training course, a German trainee and a British trainee got (2) ... a hot debate about whether it was appropriate for someone with a doctorate to use the corresponding title on their business (3) The British trainee maintained that anyone who wasn’t a medical doctor expecting to be addressed as ‘Dr.’ was disgustingly pompous and full of (4) The German trainee, (5) ..., argued that the hard work and years of education put into earning that PhD should give them full rights to expect to be addressed as ‘Dr.’

This stark difference in opinion over something that could be conceived as (6) ... and thus easily overlooked goes to show that we often attach meaning to even (7) ... mundane practices. When things that we are used to (8) ... differently, it could spark the strongest reactions in us. While many Continental Europeans and Latin Americans prefer to be addressed with a title, for example Mr. or Ms. and their surname when meeting someone in a business context for the first time, Americans, and increasingly the British, now (9) ... to prefer using their first names. The best thing to do is to listen and observe (10) ... your conversation partner addresses you and, if you are still unsure, do not be afraid to ask them how they would like to be addressed.

- | | | | |
|--------------|------------|--------------|------------------|
| 1) A a | B an | C the | D -- |
| 2) A at | B in | C along | D into |
| 3) A card | B trip | C lunch | D contact |
| 4) A himself | B herself | C themselves | D ourselves |
| 5) A yet | B however | C despite | D though |
| 6) A small | B slight | C minor | D dependent |
| 7) A many | B much | C more | D the most |
| 8) A do | B are done | C have done | D have been done |
| 9) A tend | B to tend | C tends | D are tending |
| 10) A what | B when | C how | D why |

Task № 2. Put the words **in bold** into the correct form.

Having an increased (1) ...**aware**... of the possible (2) ...**differ**... in expectations and (3) ...**behave**... can help us avoid cases of (4) ...**communicate**..., but it is vital that we also remember that (5) ...**culture**... stereotypes can be detrimental to (6) ...**build**... good business relations. Although (7) ...**nation**... cultures could play a part in shaping the way we behave and think, we are also (8) ...**large**... influenced by the region we come from, the communities we associate with, our age and gender, our corporate culture and our individual experiences of the world. The (9) ...**know**... of the potential differences should therefore be something we keep at the back of our minds, rather than something that we use to pigeonhole the individuals of an entire (10) ...**native**... .

Task № 3. Fill in the gaps with ONE word from the table.

communication	result	find	share	understanding
etiquette	conducted	are	differ	stand

Much of today's business is (1) ... across international borders, and while the majority of the global business community might (2) ... the use of English as a common language, the nuances and expectations of business (3) ... might (4) ... greatly from culture to culture. A lack of (5) ... of the cultural norms and practices of our business acquaintances can (6) ... in unfair judgments, misunderstandings and breakdowns in communication. There (7) ... some basic areas of differences in the business (8) ... around the world that could help (9) ... you in good stead when you next (10) ... yourself working with someone from a different culture.

Task № 4. Put the phrases of the dialog in the correct order.

- A. Absolutely different. The purpose of the party was to raise money for Oxfam, Epicenter and for the upkeep of Victorian gardens.
- B. And how was it when it did take place?
- C. And what was there at the party?
- D. Even to two. One was in Bournemouth and the other in Christchurch.
- E. For the most part, it was gossiping about the hosts. Most agreed that the only purpose of the party was to make money at their expense. As for the Christchurch garden party, I remember it was originally to be given on July 13th, weather permitting. But the weather wouldn't permit it then, the party was rained off and had to be retimed.
- F. I mean English gardens parties. Have you ever been to one?
- G. No, it was flat. Young and old were to pay the same. Besides, men were to bring a bottle of wine each.
- H. No, quite different.
- I. The guests first went to the kitchen where the hostess handed each a plate of salad and small sausages. Then, plate in one hand and a glass of wine in the other, the guests went into the garden. There was an open-air concert: a violin, a clarinet and a singer. The guests were eating, drinking, listening to the music and talking.
- J. Tom, since you're interested in English culture, there's something you shouldn't overlook.
- K. Was there a concessionary rate for OAPs?
- L. Well, to begin with, admission was £3, which I think was too high.
- M. Were they similar?
- N. What about?
- O. What is it?
- P. What was the one in Bournemouth like?

Task № 5. Find mistakes in the lines, some of them are correct. In each line only ONE mistake is possible. There are three examples at the beginning of the extract (0 – spelling mistake; 00 – correct; 000 – unnecessary word).

Stars	
You can't decide which of too things you want most. Why not have both?	0. <i>two</i>
It doesn't matter which order you do them in, but once you've said yes to	00. +
either, you'll be committed. No going further back. Bear that in mind ...	000. <i>further</i>
Good ideas cost nothing – it's when you put them into the action, and invest	1.
cash into the plan, that you realize you're serious! This week, you take small	2.
but significant steps forward. How do you no if something is just right? Often	3.
bye going a step too far, and having to go back, which may not always be possible.	4.