

Business Skills

Match the vocabulary to the pictures.



13 _____



12 _____



11 _____



10 _____



9 _____



8 _____



7 _____



1 _____



2 _____



3 _____



4 _____



5 _____

- organizing and planning
- negotiating
- problem solving
- being patient
- making decisions
- networking
- prioritizing
- focusing
- giving presentations
- innovating
- leading a team
- communicating

team players



6 _____

Answer the following questions.

1 Are good at giving presentations? Give example/explain.

.....

2 Are you good at communicating? Give example/explain.

.....

3 Can you lead a team or are you a team player? Give example/explain.

.....

4 Are you good at negotiation? Give example/explain.

.....

5 Are you innovative? Give example/explain.

.....

Answers

- 1 giving presentation
- 2 negotiating
- 3 organizing
- 4 problem solving
- 5 patient
- 6 prioritizing
- 7 focusing
- 8 making decisions
- 9 communicating
- 10 leading a team
- 11 team players
- 12 networking
- 13 innovative

1 Are good at giving presentations? Give example/explain.

Yes, I like designing PowerPoints and speaking in front of people.

2 Are you good at communicating? Give example/explain.

Yes, I communicate with many people by telephone, Whatsapp, Facebook and face to face.

3 Can you lead a team or are you a team player? Give example/explain.

I am a leader. I always tell my friends what they have to do.

4 Are good at negotiation? Give example/explain.

When I go to the market I usually negotiate 50 percent discount on everything I buy.

5 Are good at organizing and planning? Give example/explain.

When there are big events, people always ask me to organize everything and ask what they should do next.

Number 1

Hey Oliver, what are some tips for giving an effective presentation?

Well..., some tips for giving an effective presentation, include: being well-prepared, being clear and concise, using visual aids, and practicing beforehand.

Number 2

Sonia, you're a good negotiator. How do you negotiate in a way that is fair to both parties?

To negotiate, in a way that is fair to both parties, it's important to be clear, about what you want. You have to be willing to compromise. And also, you need to be respectful of the other person's needs and wants.

Number 3

Nancy, I'm a very disorganized person. What are some tips, for organizing your time and tasks? .

Oh Christopher! I know! you're a very messy person. I think some tips for organizing your time and tasks, include: 1. making a list of priorities. 2. using a planner or calendar. 3. breaking tasks down into smaller steps. and 4. setting deadlines.

Number 4

Tony, can you give me some advice about how to solve problems effectively.

Ashley! In my opinion, to solve problems effectively, it's important to identify the problem, brainstorm possible solutions, consider the pros and cons of each solution, and choose the best solution.

Number 5

Hey Jason! I'm very impatient. Please tell me, what makes you such a patient person?

I don't know really. It's just how I am. I'm able to wait for long periods of time, without getting angry, or upset, and I don't easily give up on anything I want to do..

Number 6

Aaliyah, I have so many things to do. Tell me, how do you prioritize, your time and tasks?

From my experience, to prioritize your time and tasks, it's important to know your goals, make a list of tasks, and prioritize the tasks by importance.

Number 7

Jacob, I'm amazed by your concentration. How do you stay focused on your work?

I do it, by breaking my work into small steps. And I complete each step, one by one, concentrating on one step at a time.

Number 8

I've just become a manager, Sonia. What are some tips for making decisions?

I think some good tips for making decisions include, getting the right information, considering all options, weighing the pros and cons, and making a decision based on what is best for you.

Number 9

Hey Michelle, I think I have a communication problem. Some people misunderstand me. How do you communicate effectively with others? .

To communicate effectively with others, it's important to be clear and concise, listen actively, and be respectful.

Number 10

Prabhat, I know you want to be the boss. So, can you tell me, what are some qualities of a good leader?

Some qualities of a good leader include being decisive, motivating, inspiring, and being able to delegate.

Number 11

Thomas, I'm not sure if I'm good at teamwork. What qualities make a good team player?

Monica, I believe that a good teamplayer is a co-operative person. Also you need to be a good listener. Sounds just like me, right?

Number 12

Elizabeth, I'm working in marketing but I don't have any contacts. What are some tips for networking?

Some tips for networking include attending events, and staying in touch with people you meet. You can follow them and keep in contact on social media.

Number 13

Eric, I want to work in product design. Can you suggest some ways to be innovative?

It's not easy, but some ways to be innovative include, thinking outside the box, being open to new ideas, and taking risks.