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**EFEKTYWNY
KURS
BUSINESS
ENGLISH**

The logo for EPROFESS features a stylized, ornate flourish above the word "EPROFESS" in a serif font. The flourish consists of two curved lines that meet at a central point, resembling a stylized 'V' or a decorative element. The word "EPROFESS" is written in a classic serif typeface, with the 'E' and 'S' having prominent serifs.

EPROFESS

KOMUNIKACJA

Rozmowy o firmie. Jakie pytania kierować, kiedy chcesz dowiedzieć się czegoś o firmie, a tym samym wyrazić swoje zainteresowanie firmą?

Tell me something about the company.

What does the company do?

What kind of company is it?

Tell me more about your business?

How many people work for the company?

Who are your main competitors?

When was the company set up?

ROZUMIENIE ZE SŁUCHU

Skorzystaj z poniższego linku do strony, która zawiera dużo ćwiczeń na rozumienie ze słuchu. Wybierz odpowiedni dla siebie poziom z trzech proponowanych. Dziennie skorzystaj z 2 – 3 ćwiczeń na słuchanie. Sam dokładnie przeanalizuj wyrazy i wyrażenia pojawiające się podczas słuchania. Wracaj do tych samych ćwiczeń jeszcze kilka razy w tygodniu dla efektu lepszego zapamiętania nowo poznanego słownictwa.

<http://www.ctv.es/USERS/amiles/bcn-onlinelistening.html>

GRAMATYKA

Rozwiąż testy gramatyczne (Present Simple/Present Continuous), które znajdują się na stronach:

<http://www.better-english.com/grammar/presentforms.htm>

<http://www.better-english.com/grammar/presentforms2.htm>

Podstawowe wyrażenia w korespondencji biznesowej

The full address is as follows

Poniżej podajemy pełny adres.

I am looking forward to hearing from you soon.

Oczekujemy na wiadomości od Was.

Please contact us as soon as possible.

Prosimy skontaktować się z nami jak najszybciej.

Please do not hesitate to contact us.

Nie wahajcie się skontaktować z nami.

We are enclosing ...

Załączamy / Przesyłamy ...

Please confirm.

Prosimy o potwierdzenie.

With regard to ...

W nawiązaniu do ...

We inform you that ...

informujemy, że ...

We enclose full details.

Załączamy szczegółowe informacje.

We will keep you informed.

Będziemy informować Was na bieżąco.

ROZUMIENIE TEKSTU CZYTANEGO

Przeczytaj dwukrotnie poniższy artykuł, a następnie spójrz na słowa przetłumaczone poniżej. Słowa te pochodzą z tekstu. Twoim zadaniem będzie opowiedzieć na głos co przeczytałeś. Wyciągnij najważniejsze fakty.

Barack Obama's Money Secrets

Barack Obama's money secrets reveal a remarkable ascent into the stratosphere of financial success.

After completing higher education at Columbia University and a law degree at Harvard, the young attorney took a job working for a law firm that specialized in civil rights and employment discrimination. Obama's hourly billing rate was \$165. As an Illinois State Senator, Obama earned an annual salary of \$60,000. Teaching constitutional law at the University of Chicago enabled Obama to earn another \$32,000 a year.

In 2005, Obama reported assets worth between \$200,000 and \$400,000. However, magnificent sales from his books *The*

Audacity of Hope and *Dreams from my Father* have increased his net worth many times over. From the beginning to end of 2005 his assets had increased in value from \$455,000 to \$1.25 million. At the end of 2007, his assets were reportedly worth about \$7 million.

The secret of Obama's dramatic rise in wealth is attributed to his two books: *The Audacity of Hope* and *Dreams From My Father*. In 2009, Obama received \$225,000 for an abridged version of his book *Dreams from my Father*, a book that is geared for young readers. Obama promoted his books with many public book-signing events, autographing thousands of books with an abbreviated form of his signature.

In addition to lucrative earnings from books, Obama has received valuable gifts. Gifts include Bo, his Portuguese Water Dog from the late Senator Ted Kennedy and his wife Victoria, and a first edition of James Joyce's book *Anna Livia Plurabelle* that was valued at \$3,500. In 2009 Obama became the fourth U.S. president to win a Nobel Peace Prize. Obama's Nobel cash prize of \$1.4

million was divided among several charities. Obama has saved between \$200,000 and \$500,000 in college savings plans on behalf of his two daughters Sasha and Malia.

Obama and his wife Michelle have joint checking accounts that fluctuate in value between \$250,000 and \$350,000. The bulk of Obama's investments are divided between the Vanguard Social Index Fund and Vanguard Wellesley Income Fund.

After his presidency, Obama will be in a position to capitalize in his presidency. More books and lucrative speaking engagements will only add to his coffers. Since his presidency, Bill Clinton has commanded as much as \$100,000 for a lecture. No doubt that Obama will be able to earn as much if not more than Bill Clinton. It is probably a safe bet that Barack Obama's money secrets do not need a monetary bailout.

Artykuł pochodzi z <http://www.articlesbase.com/wealth-building-articles/barack-obamas-money-secrets-2408483.html#ixzz0ogCMZPFz>

Tłumaczenie:

remarkable – znakomity, niezwykły

ascent – postęp, wzlot, wejście na szczyt

attorney – adwokat, prokurator, pełnomocnik

annual – roczny, coroczny

asset – aktywa, majątek

lucrative – zyskowy, korzystny

checking account - rachunek oszczędnościowo-rozliczeniowy

fluctuate – wahać się, oscylować

bulk - przeważająca część, duża ilość towaru

coffer – skarbiec, kufer, skrzynia

bet – zakład, zakładać się

bailout – dofinansowanie, wsparcie finansowe, poręczenie finansowe

Poszukaj w internecie innych przykładów zdań z użyciem powyższych wyrazów.

Część dla średniozaawansowanych i zaawansowanych:

Porada językowa:

Jeśli zakończysz ćwiczenia, wróć do nich przynajmniej 3 – 4 razy, aby lepiej zapamiętać nowe słownictwo i wyrażenia. Czytaj na głos całe zdania. W ten sposób szybciej nauczysz się mówić po angielsku i zdobędziesz większą pewność mówienia.

PRESENTATIONS

1 Complete the sentences with one word in each gap. You can see the first letter of each word.

- a) Sales have picked u____ .
- b) May I have your a____, please!
- c) The graph shows how sales have i____ this year.
- d) I need an o____ projector.
- e) I'd like to i____ our new product.
- f) It's on the tip of my t____.
- g) I'm afraid I can't answer that q____.
- h) Sorry, I didn't c____ the question.
- i) I'm afraid time's r____ out.
- j) I'd like to finish by t____ you all for coming here today.

Key:**1**

- a) up
- b) attention
- c) increased
- d) overhead
- e) introduce
- f) tongue
- g) question
- h) catch
- i) running
- j) thanking

2 Fill in the blanks from the list below that best completes the phrase.

*loss**initiatives**thoughts**development**opportunity**last**designs**points**decline**advantages*

- a) I'm glad to have this _____ to ...
- b) I'd like to share some _____ on ...
- c) This should _____ only a few minutes.
- d) There was a gradual _____ in sales.
- e) I'll focus on three main _____.
- f) There was a _____ of \$50,000 in 2007.
- g) This is our latest _____ .
- h) It has several _____.
- i) What are your major _____ in this area?
- j) This is one of our latest _____.

Key

2

- a) opportunity
- b) thoughts
- c) last
- d) decline
- e) points
- f) loss
- g) development

- h) advantages
- i) initiatives
- j) designs

3 Find the missing letters of the words below.

- a) han_ou_
- b) spe_ke_
- c) de_elo_me_t
- d) sa_es f_gu_es
- e) ro_tru_
- f) _e_ource_
- g) g_a_h
- h) _ud_en_e
- i) m_lti_e_ia p_o_ec_or
- j) s_ide_
- k) _isu_l aid_
- l) a_i_ation
- m) re_ark_
- n) sp_ ech

Key**3**

- a) handout
- b) speaker
- c) development
- d) sales figures
- e) rostrum
- f) resources
- g) graph
- h) audience
- i) multimedia projector
- j) slides
- k) visual aids
- l) animation
- m) remarks
- n) speech

4 Read fifteen tips for creating successful business presentations. Complete the expressions with a form of the word in brackets.

- 1 Use photos, charts and _____.
(graphic)
- 2 Limit _____.
(punctuate)
- 3 Use slide designs _____.
(effect)
- 4 Do not read from _____.
(note)
- 5 Show your _____.
(enthusiast)
- 6 Speak with _____.
(convict)
- 7 Speak _____ and distinctly.
(clear)
- 8 Prepare the room in _____.
(advanced)
- 9 Always leave _____.
(hand)
- 10 Speeches should be _____ and informative.
(entertain)
- 11 _____ sincere eye contact with your audience.
(maintaining)

- 12 Put _____ in the Audience.
(your)
- 13 Be sure all necessary _____ is set up
and in good working order. (equip)
- 14 Use natural _____.
(gesticulate)
- 15 Dress _____ for your audience.
(appropriate)

Key

4

- 1 graphs
- 2 punctuation
- 3 effectively
- 4 notes
- 5 enthusiasm
- 6 conviction
- 7 clearly
- 8 advance
- 9 handouts
- 10 entertaining
- 11 maintain
- 12 yourself
- 13 equipment
- 14 gestures
- 15 appropriately

5 Choose the correct word.

- a I'm going to _____ the minutes.
take/make
- b She'd like to _____ a point.
have/make
- c Mark will make a _____ about the environment.
speech/saying
- d Unemployment will _____ a problem in most countries.
stay/remain
- e I work for a _____ publishing company.
small/little
- f The contract will never get _____.
signed/sign
- g It's not a good idea to beat around the _____.
bush/trees
- h The last presentation went _____ like a lead balloon.
off/down
- i It's advisable to play it _____ when in heated arguments.
silent/cool
- j Presentations have been an _____ part of the business world.
essential/usable

Key**5**

- a) take
- b) make
- c) speech
- d) remain
- e) small
- f) signed
- g) bush
- h) down
- i) cool
- j) essential

- 6 Look at the word search below. There are eight words connected with presentation equipment. They go across → and down ↓. Find them.**

R	T	P	U	W	U	Y	V	F	Y
E	F	R	D	H	F	G	B	L	U
N	B	O	B	I	D	M	M	I	H
O	C	J	N	T	U	G	S	P	C
T	X	E	F	E	S	D	C	C	D
E	A	C	S	B	T	S	R	H	F
B	C	T	S	O	E	S	E	A	G
O	X	O	M	A	R	K	E	R	S
O	V	R	U	R	H	J	N	T	K
K	H	A	N	D	O	U	T	S	M

Key**6**

		P		W				F	
		R		H				L	
N		O		I	D			I	
O		J		T	U		S	P	
T		E		E	S		C	C	
E		C		B	T		R	H	
B		T		O	E		E	A	
O		O	M	A	R	K	E	R	S
O		R		R			N	T	
K	H	A	N	D	O	U	T	S	

7 Are the following statements True or False?

1. The flipchart consists of several leaves of paper.

A true

B false

2. Slide projectors must be used in a darkened room.

A true

B false

3. Handouts are any documents that you distribute to your audience.

A true

B false

4. Piecharts are vertical in shape.

A true

B false

5. Graphs can only rise.

A true

B false

6. You do not have to maintain sincere eye contact with your audience.

A true

B false

7. Don't be afraid to use humor when you speak in public.

A true

B false

Key

7

1. t
2. t
3. t
4. f
5. f
6. f
7. t