

## Market Leader Intermediate Assignment 4.3

Pages 41 - 43

### Skills – Part A – C

Use the audio tracks to answer the questions in Parts A-C. Then write your responses to the discussion questions below and be ready to discuss with your teacher in class.

- Looking at the list below, what are “safe” small talk topics to bring up when you meet a new person in a business setting? Which of these do you think are not okay to ask about? Why?
  - Family
  - Economics
  - Politics
  - Weather
  - Sports
  - War
  - Current Events
  - Work
  - Hobbies
  - Social Trends
  - Fashion
  - Movies
  - Housing
  - Income
  - Health

### Networking Roleplay

Look through the useful phrases box on page 41. In class you will role play a situation at a conference in which you are introducing yourself and a colleague to a business associate who you just met. Try to use as many of the useful phrases as you can and make small talk.

### Case Study – Background & Company Profile

Read the case study information “Background” and “A Communication for the Vice-President to All Staff”. Then listen to audio track 1.30 and take notes on the worries that staff have about moving away from Paris. You will debate this issue with your teacher from the perspective of Manager A, while your teacher represents Manager B. Turn to page 135 to see the Vice-President’s perspective and then study your perspective on page 141. Make a list of key arguments and phrases that you want to present using the Vice-President’s perspective, Manager A’s perspective and the audio file too.