

Topic: **02**                    **CONTACTS**

Book is here :

[https://drive.google.com/drive/folders/1\\_ofQPuQ9G6JiaFbulr52s7Z8ZkiKgmNT?usp=sharing](https://drive.google.com/drive/folders/1_ofQPuQ9G6JiaFbulr52s7Z8ZkiKgmNT?usp=sharing)

- 1) think about their regular communication with people, and what ratio of it is on the phone as opposed to face-to-face.
- 2) consider how much time they spend speaking with fellow students, staff or professors, and how much studying alone.
- 3) EX 1 p 12
  - What's **Retail buyer/ Public relations officer/Business psychologist** mean ?
- 4) Ex 2 p 12  
read the text
- 5) Exercise 3
  - read the text again and answer the questions.
- 6) Note that we use work for a company when we are actually employed by that company. We use work with company

when we have dealings with another company, or we are self-employed and work at their site for a limited period.

7) Exercise 4

match the words with their definitions

8) Exercise 6

**Home task** : p13 Ex 7-9