



KÖNYV

24

ENGLISH *today*



BUSINESS LEVEL

ANGOLNYELV-OKTATÓ PROGRAM



NÉPSZABADSÁG
A tájékozottság magabiztossá tesz.

ENGLISH TODAY

BUSINESS Level COURSEBOOK TWO

ENGLISH
TODAY

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24. Business level book two

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53 A feladatok megoldása**6. lecke****Dealing with a market crisis****I just wanted to warn you****1. JELENET**

Rachel: So, Anne, how did your meeting with Mr Stevens and the Montex representative go?

Anne: Quite well, actually it was very interesting!

Rachel: Did they come to any agreement?

Anne: For the moment, Montex is going to print 3,000 copies of our next series of cookbooks. Mr Stevens wants to give them a trial run and see how they work. If they meet their deadlines and price competitively, he'll sign on for larger deals in the future.

Rachel: We're hoping to optimize our work and drive down costs a little. Anne, the publishing market is in a deep crisis. Readership is dropping rapidly which is driving down sales. At the same time, production costs are increasing because of foreign rights acquisition as well as distribution costs.

Anne: As a matter of fact, I haven't bought many books recently. Tell me Rachel, does this crisis also affect us here at Pilgrim?

Rachel: Certainly! The negative trends of the market are felt throughout the sector, beginning with those who work in it! In any case, I'm optimistic and I'm sure this is just a passing crisis and that the publishing sector will soon recover.

Anne: That's probably what Gary wanted to talk to me about this morning. I saw him and he said that he had something very important to tell me.

Rachel: Mhh, mhh!

Anne: What? Why are you making that face?

Rachel: No, it's nothing, Anne! It's just that... It's just that I don't trust Gary. He's a Latin lover and full of himself! He chases all of the pretty girls around here and you are just his latest victim.

Anne: Look Rachel, I'm perfectly capable of looking after myself. I only have a working relationship with Gary and that's how it's going to stay!

Rachel: Sorry, Anne. I certainly didn't mean to offend you. I'm quite aware that you are an intelligent young woman who can keep men like Gary at a distance. In any case, I just wanted to warn you. I'm sure you'll agree with me once you get to know him...

Forecasts are quite pessimistic

2. JELENET

Anne részt vesz Gary és Billie, egy másik kolléga megbeszélésén.

Gary: Yes, to be honest, I am a bit worried. Profits are down 8 percent over the last few months. Just yesterday I read an article in "Media World" that confirms my suspicions. Forecasts for the publishing market are quite pessimistic, and the general feeling is that things are going to continue to go downhill based on current trends. The next five years could see a further drop of 20 percent. If we leave out best sellers and fiction, then the entire publishing market has taken a direct hit – or better is in a downward spiral.

Billie: What about sales?

Gary: For the moment they are stationary, but we won't be able to improve them. In fact, we'll have to stop publication of our encyclopedias of history and art history with awful consequences for those working on these projects.

Billie: Are you saying that we'll have to lay people off?

Gary: No, no, not for the moment. But if things continue like they are, we'll have to let some of our people go!

Billie: Oh my God! There must be something we can do to keep from cutting staff.

Gary: I'm meeting with Mr Stevens this afternoon to discuss the situation. We're going to focus on new objectives for the company in both marketing and sales. Perhaps we will develop a new line of economic paperbacks which might help sales.

Billie: But the other publishers are already doing that successfully. I think we'll need to develop new products to encourage new market opportunities.

Gary: Well said, Billie! I've already got an idea to suggest. It won't resolve all of our problems, but it could bring about some interesting developments.

Billie: And what might this new idea be?

(Hallatszik, hogy valaki kiabál a bejáratnál. Alice az, aki meglátogatni jött Anne-t. Mihelyt Anne észreveszi, úgy tesz, mintha nem hallana semmit és visszafordul a kávéfőző géphez.)

Alice: Anne?

Gary: Well...

Alice: Anne, are you in there? *(Gary-hez és Billie-hez fordul.)* Hey you! I'm looking for my friend Anne. Is she with you? Anne! Surprise!

(Anne továbbra is úgy tesz, mintha nem hallana semmit.)

Gary: Anne? Hello? Come back to earth. Someone's looking for you.

Alice: Annel

Anne: Alice, what are you doing here?

Alice: Well, I came to see where you work, Anne! Could you give me a tour? So, these are your colleagues? What long faces! Are you always like this? We need a little fun to lighten things up in here! *(Anne-hoz fordul.)* Why don't you invite them to the party this evening?

Anne: No, no, no, really. I don't think... Today is really not a good time to be talking about parties! *(Az ajtó felé tolja Alice-it.)* Why don't you come back some other time? And perhaps warn me in advance, perhaps! Bye bye, Alice!

Megértési gyakorlat

(Megoldások az 53. oldalon)

A jelenet megértésének ellenőrzésére válaszoljon az alábbi kérdésekre:

1 What type of agreement did Mr Stevens come to with Montex?

- ☐ a) None, because their costs are too high
- ☐ b) He wants to give them a trial run to see how they work
- ☐ c) He has signed a contract for two years' work

2 What does Rachel think about the crisis in publishing?

- ☐ a) She thinks things will get worse in the next few months
- ☐ b) She is worried that people at Pilgrims will lose their jobs
- ☐ c) She is sure that things will pick up again quickly

3 How are sales going at Pilgrims?

- ☐ a) Sales are down drastically
- ☐ b) Sales are stationary
- ☐ c) Sales are up

4 What does Billie think is the best way to handle the crisis?

- ☐ a) To develop new products
- ☐ b) To create a new line of cheap paperbacks
- ☐ c) To stop publishing cookbooks

Tegyen próbát!

(Megoldások az 53. oldalon)

1. GYAKORLAT

Jelölje be, hogy helyesek (T) vagy tévesek (F) az alábbi mondatok.

- | | T | F |
|---|--------------------------|--------------------------|
| 1 Aer Lingus is a British airline. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 After September 11 2001, Aer Lingus's profits increased dramatically. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 In 2002 Willie Walsh took over leadership at the airline. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Mr Walsh cut costs by almost a third. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Mr Walsh then went to work for Ryanair. | <input type="checkbox"/> | <input type="checkbox"/> |

2. GYAKORLAT

Jelölje be, hogy nyelvtanilag helyesek (*Right*) vagy tévesek (*Wrong*) az alábbi mondatok, és írja le azokat helyesen, ha szükséges.

- | | R | W |
|---|--------------------------|--------------------------|
| 1 On 2001 Aer Lingus lost more than 35 million euros. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Mr Walsh quickly achieved a turn around at the airline. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Thousands of Aer Lingus employees lost their jobs. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Short cargo routes to Europe was stopped. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Mr Walsh successful copied the success of Ryanair. | <input type="checkbox"/> | <input type="checkbox"/> |

3. GYAKORLAT

Egészítse ki a mondatokat a hiányzó kifejezéssel.

- 1 Based on current market trends, we're going have an awful third quarter.
- 2 We going to increase the advertising budget next quarter.
- 3 How are they going to invest?
- 4 Since the summer there been a strong downturn in sales.
- 5 Mr Walsh joined Aer Lingus 1979.

4. GYAKORLAT

Párosítsa a kérdéseket a megadott válaszokhoz.

- a) Which business operations can we outsource?
- b) How can we reduce our workforce without making anyone redundant?
- c) How can we stop this downturn in sales?
- d) How long is this downturn in sales going to last?
- e) We really need to cut costs – how can we do this?

- 1 We're going to increase the advertising budget and advertise on TV for the first time.
- 2 We need to reduce our workforce by at least 20%.
- 3 We can encourage people to take early retirement.
- 4 We could outsource the call centre service.
- 5 It's hard to say but sales are improving very slowly at the moment.

Szószeredet

advance haladás;
előzetes (**in advance**:
előzetesen)
advertising reklám
affect (to) érint,
illet, vonatkozik;
sújt, megtámad
agreement egyezség
aware tájékozott,
tudatában van
awful borzalmas, félelmetes
bring about (to) előidéz,
okoz, véghezvisz
budget költségvetés
cargo áru
carry out (to) végrehajt,
elvégez
chase (to) (átvitt ért. is)
futkos; üldöz
chief executive
ügyvezető igazgató
deal ügy, egyezség
debt adósság
distribution channel
kereskedelmi csatorna
downturn rugalmasság
downward leszálló
drive down (to) csökkent,
leenged, levisz
drop (to) csökken, esik
drop off csökkentés
focus (to) fókuszál,
koncentrál
foreign külföldi
hit (átvitt ért. is) találat, siker

lighten up (to) (átvitt ért. is)
könnyít, enyhít
look after (to) gondoz,
gondoskodik
loss veszteség
market research piackutatás
matter ügy, ügylet,
téma (**as a matter of**
fact: tényleg, az igazat
megvallva)
outsource kiszervez
paperback olcsó kiadású
könyv
profit profit, nyereség
readership olvasók
rights acquisition
jogok megvásárlása
route útvonal
sale eladás
sign on (to) aláír
egy szerződést/
munkaszerződést
suggest (to) sugall, ajánl
suspicion gyanú
trial run próba, ellenőrzés
warn (to) értesít,
figyelmeztet
workforce munkaerő
working relationship
munkakapcsolat
worried (to be) aggódik

7. lecke

Joking on the telephone

The "Kitchen Superman"

1. JELENET

Gary: Uh, right Anne, are you ready for your next telephone call? You need to get in touch with Mr Bradford. He's a great author who has worked with us for years. He's... He's quite friendly and he's quite a wizard at the stove. He opened a restaurant a few years ago, but he sold it to move on to writing cookbooks. He knows a thousand tricks in the kitchen and he can make anything taste great... Even tomato soup!

Anne: Come on, stop it, Gary! I've only had half a sandwich today and hearing about tasty treats is driving me crazy...

Gary: I know, I know... Speaking of eating... When are we going to have dinner together?

Anne: You don't know when to quit, do you? Enough joking around. (*Felveszi a telefont és elkezd tárcsázni.*) Let me give the "Kitchen Superman" a call.

Gary: Okay, don't forget to pay him compliments... This guy just eats them up!

Anne (*a telefonba*): Hello, good morning. This is Anne Baxter from Pilgrim Publishing. Please, may I speak to Mr Bradford? Oh, hello Mrs Bradford. I've heard a lot about your husband. He's quite the chef, isn't he? Yes, yes, I also enjoy cooking, but I'm not in the same league, of course. Well, I'm calling to propose a new cookbook series to Mr Bradford. We are going to be taking it to press soon. Okay, yes. Thank you. Yes, I'll hold. Good morning, Mr Bradford?

Hello, this is Anne Baxter from Pilgrim Publishing. First of all, congratulations – you're a legend around here! As I was telling your wife, I'm calling to see if you are interested in participating in a new cookbook series that we... Yes, yes, I know that you've always spoken to Gary Renolds but... but I'm a new colleague who's been assigned to this project. I beg your pardon? Oh well, excuse me, Mr Bradford, but I don't understand why you consider Mr Renolds to be more competent than myself. In any case, if you'd like to speak to him, hold on a moment. I'll put you through. *(Mérgezen átadja a telefont Gary-nek).*

Gary: Hey Mark, how are you? Yes, I think you upset Anne, our new intern. Oh, she's a fantastic colleague – diligent and hard-working. Yeah, let's set up a meeting so you can meet her. You'll be very impressed. She's also a great cook. In the meantime, I'll send you a detailed outline of the project. We'll see each other next Tuesday at 10. Bye Mark.

How about a joke on the phone?

2. JELENET

Anne: Well, what a pleasant person he is!

Gary: Oh, come on Anne, don't let him get to you! Mr Bradford is just a little shy with those he doesn't know. But you'll see, he's quite a lot of fun once you've met him! Why don't we take a short break?

Anne: How about a little fun on the telephone? I need to relax and have a good laugh.

Gary: Okay! But who should we call?

Anne: I know! Let's call my flatmate Alice! She's always looking for new boyfriends and... you could pretend to be a friend of Jack's, the other flatmate, saying that you saw a picture of her and you'd love to meet her...

Gary: Okay, but... but she isn't going to get angry with me, is she?

Anne: No! We'll tell her it was just a joke.

Gary (a telefonba): Hello, is that Alice? This is Gary and I'm calling because... Well, I'm a little shy... And I'm a friend of Jack's, and yesterday he showed me a picture of you. And well, I think you're pretty cute...

Alice: Hello, could you speak up? The line is terrible.

Gary: Oh, yes, I'm also having problems. This line must be congested! My name is Gary... And I'd like to get to know you a little better!

Alice: What? Who are you?

Gary: I'm a friend of Jack's... And... and yesterday I saw a picture of you...

Alice: How can that be? What picture?

Gary: Don't raise your voice with me, Alice. In the picture there were three people. One was Jack, one was an ugly girl... And then a very beautiful lady... And Jack told me that it was you... Hold on while I put you through to a friend of mine who doesn't agree with me about the ugly girl.

Anne: Hello, who's speaking?

Alice: This is Alice. And I urgently need to speak with the other guy... I think his name is Gary.

Anne: I'm afraid I can't hear you. Could you speak up?

Alice: I said I urgently need to speak with Gary!

Anne: I'm afraid Gary is very busy at the moment. If you'd like an appointment, I can fit you in at the beginning of next month.

Alice: What? You are joking, aren't you? I told you I need to speak with him immediately.

Anne: Alice! It's Anne! It's a joke! And you fell for it completely!

Alice: Anne?! You scared the hell out of me! What a stupid joke!

Anne: Okay, maybe it was a stupid joke – but you bought it hook, line and sinker!

Megértési gyakorlat

(Megoldások az 54. oldalon)

A jelenet megértésének ellenőrzésére válaszoljon az alábbi kérdésekre:

1 What did Mr Bradford do before writing cook books?

- ☐ a) He worked in a company making sportswear
- ☐ b) He was a waiter in a big hotel
- ☐ c) He was the owner of a restaurant

2 Why was Anne angry with Mr Bradford?

- ☐ a) Because Mr Bradford said that Gary was more competent than she was
- ☐ b) Because he said that she wasn't a good cook
- ☐ c) Because he didn't pay her any compliments

3 What joke does Gary want to play on Alice?

- ☐ a) Pretend to be a famous actor and invite her to dinner
- ☐ b) Tell her that she has won a trip to the Caribbean
- ☐ c) Pretend to be a friend of Jack who wants to meet her

4 Who was in the photo that Gary pretended to have seen?

- ☐ a) Alice with her ex-boyfriend
- ☐ b) Jack together with a pretty girl and a not very pretty girl
- ☐ c) Alice with some friends from university

Tegyen próbát!

(Megoldások az 54. oldalon)

1. GYAKORLAT

Párosítsa össze azokat a szavakat és mondatokat, amelyek jelentése ugyanaz.

- | | |
|--------------------------------------|--------------------------|
| 1 This is | a) Putting through |
| 2 Would you like to leave a message? | b) May I help you? |
| 3 Connecting | c) calling |
| 4 Can I help you? | d) Can I take a message? |

2. GYAKORLAT

Javítsa ki a telefonáláskor használt alábbi kifejezéseket.

- 1 Hello, Pilgrim Publishing. I am Ms Baxter.
.....
- 2 I'll put through you.
.....
- 3 Just a moments, please.
.....
- 4 I may take a message?
.....

3. GYAKORLAT

Rakja helyes sorrendbe a szavakat, hogy értelmes mondatot kapjon.

- 1 may I How help you?
.....
- 2 Hello, is speaking Mr Johnson that?
.....
- 3 through you Ms put Could me to Smith?
.....
- 4 me ask her to you call Could back?
.....
- 5 a to you leave Would message like?
.....

4. GYAKORLAT

Illessze be a mondatokba a helyes kifejezést.

- 1 May I a message?
- 2 Would you like to a message?
- 3 I'm putting you now.
- 4 Hold, please.
- 5 Hello, is Mr Anders.

Szószered

angry mérges

(to get angry: megharagszik, mérges lesz)

beg (to) kér, könyörög,

(I beg your pardon: elnézést, megismételné kérem?)

busy elfoglalt

buy sth. hook, line and

sinker (to) (átvitt ért.)

teljesen beleszeret

conference call

távkonferencia

congested túlterhelt

(telefonvonal, forgalom)

cute (spec. USA) vonzó, csinos

crazy (átvitt ért.) örült

cut-price kedvezményes ár

fall for (to) (átvitt ért.)

beleszeret, beleszik vkibe

fit in (to) bevezet, befűz

headset fejhallgató

husband férj

joke (to) viccel

laugh nevetés

league kategória, szint

(not to be in the same

league: nem ugyanazon a

szinten van)

of course természetesen

outline séma, vázlat

pleasant kellemes;

szimpatikus

press sajtó, újságírók;

nyomtatás

(to take sth. to press:

nyomdába küld vmit)

pretend (to) színlel, tettet

pretty eléggé; meglehetősen;

csinos, szép

quit (to) hagy, befejez;

letörleszt, kiegyenlít,

megadja magát

raise (to) felemel; feltart;

előidéz, okoz

scare (to) megijeszt

(to scare the hell out of

s.o.: biz. halálra rémít vkit)

set up (to) rögzít; alapít

shy félénk, visszafogott

speak up (to) erőteljesen,

hangosan beszél

speaker hangszóró

stove (spec. USA) sütő

surf the internet (to)

szörföl az interneten

touch érintés; tapintás;

kapcsolat,

(to get in touch with:

kapcsolatba lép vkivel)

treat vmi speciális

(étel vagy tevékenység)

trick fortély, trükk;

mutatvány, tréfa

upset (to) felbosszant; felborít

ugly csúnya

videocall videohívás

wife feleség

wire kábel

wizard (átvitt ért. is) bűvész,

varázsló

8. lecke

Crossed signals

Don't hang up, please!

1. JELENET

1. rész

Mr. Stevens telefonon beszél az irodájában.

Mr Stevens: Hello? Is this Montex Typography? Good morning. This is Luis Stevens of Pilgrim Publishing. I'd like to speak with Mr Emerson. Oh, he's in a meeting, I see. Could you put me through to one of his children, to John or Lucy, please? Oh, they are also in a meeting. Fine, then may I speak with Mr Richardson? You don't mean to say that he is also in a meeting? Yes, I see... Is there anyone that I could speak with to find out if our order has already gone to press? I'd also like some information about deliveries... Yes, I see, they're all in meetings... Could you take a message for Mr Emerson? Ask him to call me as soon as possible, ASAP. I'll be in my office until 4! Thank you, good bye! *(Leteszi a telefont és magának mondja.)* Well, they certainly do like meetings at Montex, don't they?

2. rész

Gary az asztalánál ül, és a szakácskönyv sorozat szerzőit hívja telefonon.

Gary: Good morning, this is Gary Renolds of Pilgrim Publishing. I would like to speak with Mr Smith, please. Hey

there, little guy, could you give me your father, please? I see, he's not in. May I speak to your mom, then? I see, she's out as well! Okay... Does that mean you're at home alone? No, is there an adult in the house? Uh, your babysitter! Okay, may I speak to her? Yes. Hello, this is Gary Renolds of Pilgrim Publishing. No, not "Pinguin", "P-I-L-G-R-I-M". Right. I wanted to speak to Mr Smith about a new cookbook series that we're preparing. No, no, no, you've misunderstood. No, I'm not trying to sell anything! I don't sell encyclopedias. No, listen, I work in a publishing house and Mr Smith is one of our authors. Hey, wait... Don't hang up... Could you... Hello? *(A vonal másik végén lerakják a telefont, Gary döbbenetesen néz kezében a telefonnal. Aztán hangosan mondja.)* Well, let's try someone else. Mr Fox... *(Egy másik számot tárcsáz.)* Good morning, this is Gary Renolds of Pilgrim Publishing. Answering machine, great... Yes, good morning. This is a message for Mr Fox. I'm Gary Renolds of Pilgrim Publishing. And I was interested in finding out if you would like to participate in a new cookbook series that we are publishing soon. You can contact me at your earliest convenience. And you can reach me at the number 786-8776. Okay! Thank you, good bye. *(Magában.)* Well, it seems like today is just not my lucky day!

3. rész

Anne az íróasztalánál ül kezében mobiltelefonnal.

Anne: No, the answer phone! Alice! Hello, it's Anne. I need to speak to you urgently. Please, call me as soon as you get this message. I've got lots of news about Peter and Sharon. I imagine you're interested... *(Észreveszi, hogy belépett egy munkatársa és úgy tesz, mintha munkával kapcsolatban beszélne.)* Anyway, no news for now... *(A munkatársa kimegy, és Anne ott folytatja, ahol abbahagyta.)* Okay, I'll give you a hint. Peter telephoned to say that he'd called

Sharon about Japan. And do you know what she said? I'm not going to tell you! Call me and you'll find out. Okay, bye. Speak to you soon! You can reach me at the office.

I was just joking

2. JELENET

1. rész

Rachel egyedül van Mr. Stevens szobájában. Kihasználja a pillanatot, hogy használja a főnöke ceruzahegyezőjét. Csörög a telefon.

Rachel: Pilgrim Publishing, good morning. Who is this? Yes, this is Mr Stevens' office. With whom am I speaking? Oh, good morning Mr Emerson. If I'm not mistaken, you're the head of Montex Typography. This is Rachel Gorden, Mr Stevens' assistant. It's a pleasure to meet you, on the phone. No, I'm sorry. Mr Stevens isn't in at the moment. He just left. Yes, I know it's four o'clock. No, unfortunately, he was called away unexpectedly. Would you care to speak with me? No, don't worry, there are no secrets between Mr Stevens and myself. Yes, he telephoned to find out if you had already begun work on our order. And I think he also wanted to know about the means of delivery. *(Írni kezd.)* Fine! Uh, Mr Stevens will be pleased! Yes, I've taken note of everything. In any case, I'll have him call you tomorrow morning. When will you be in? At 10 okay. Fine, goodbye Mr Emerson. I look forward to meeting you in person.

2. rész

Anne telefonja csörögni kezd, de Anne nincs az irodában.

Gary: Ah! It's for Anne! Hello? No, I'm sorry, she's not here right now. Who's this? Alice, this is Gary! Right, the joker! Which, by the way, was Anne's idea. No, I didn't want to go along, but she insisted. No, I don't know where she's gone. Perhaps to make some photocopies. Would you like to leave a message? Okay, I'll tell her to ring you as soon as she returns! Are you at home? No, your cellphone. Okay, alright, bye... Hey hey, Alice... Ehm you know, you seem like a really nice girl, even if we don't know each other. May I ask you something? No, it's just that... Well, would you like to have dinner with me tonight? But, please, don't say anything to Anne! She might get angry! What? Yes, I know you two are such good friends, you live together. Okay, okay! Don't get worked up! Listen, I was just joking! Alright, alright. Bye, Alice, bye! *(Leteszi a telefont, aztán magának mondja.)* What a hothead! You really can't say anything to her! What a pity! I would have liked to take her out! She is very nice!

Megértési gyakorlat

(Megoldások az 55. oldalon)

A jelenet megértésének ellenőrzésére válaszoljon az alábbi kérdésekre:

1 Where are Mr Emerson, his sons and Mr Richardson?

- ☐ a) They're ill
- ☐ b) They're in a meeting
- ☐ c) They're at the Frankfurt Book Fair

2 The Smiths' babysitter thinks that Gary wants to...

- ☐ a) play a joke on the phone
- ☐ b) make a date with her
- ☐ c) sell her an encyclopedia

3 Rachel tells Mr Emerson that Mr Stevens...

- ☐ a) Is on another line
- ☐ b) Is on a business trip
- ☐ c) Has had to leave suddenly

4 What does Gary ask Alice?

- ☐ a) If she'd like to have dinner with him
- ☐ b) To help him make a date with Anne
- ☐ c) If she and Anne want to come to a party with him

Tegyén próbát!

(Megoldások az 55. oldalon)

1. GYAKORLAT

Jelölje be, hogy nyelvtanilag helyesek (*Right*) vagy tévesek (*Wrong*) az alábbi mondatok, és írja le azokat helyesen, ha szükséges.

R W

- | | | | |
|---|--------------------------|--------------------------|-------|
| 1 I'm sorry, but the line's engaged at the moment. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 I'm sorry, there isn't a reply. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 Could you speak less quickly, please? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 I'm sorry, she's on the other line. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 Hi, this is Tom, can we move on to the next item on the agenda? | <input type="checkbox"/> | <input type="checkbox"/> | |

2. GYAKORLAT

Illessze be a mondatokba a zárójelben levő kifejezések helyes fordítását.

- 1 My battery is (mindjárt lemerül)
- 2 If, I'll call you back. (megszakad a vonal)
- 3 Sorry, I have to run. (visszahívlak)
- 4 Please, this afternoon. (hívj vissza)
- 5 The reception's not very good here. that,? (megismételné, kérem?)

3. GYAKORLAT

Illessze be a helyes kifejezést az alábbi feladatban.

- | | |
|---|--------------------------------------|
| 1 Hello, speaking. | 2 Could you that, please? |
| <input type="checkbox"/> a) I am | <input type="checkbox"/> a) syllable |
| <input type="checkbox"/> b) Mary | <input type="checkbox"/> b) letter |
| <input type="checkbox"/> c) Karnak Limited | <input type="checkbox"/> c) spell |
| 3 Please, ring me, as soon as possible. | 4 Susan, what's your on this? |
| <input type="checkbox"/> a) back | <input type="checkbox"/> a) mind |
| <input type="checkbox"/> b) down | <input type="checkbox"/> b) opinion |
| <input type="checkbox"/> c) up | <input type="checkbox"/> c) thoughts |

4. GYAKORLAT

Illessze be a megfelelő szavakat ebben a rövid párbeszédben.

A: Hello, is Rosamaria.

B: I'm sorry I didn't quite your name.

A: Rosamaria.

B: Could you that for me, please?

A: I'm sorry. My battery's low. I'll call you back in a minute.

Szószered

alone egyedül, egyedüli
egyedülálló

ASAP – as soon as possible

rövidítése: amint lehet

avoid (to) elkerül

between között, középen
(két dolog vagy két személy között)

care (to) számí, érdeklődik; foglalkozik

convenience megfelelés;

kényelem, előny

(at your earliest convenience:

hív., minél korábban, mihelyt lehetséges)

crossed keresztezett

dinner vacsora

(to have dinner: vacsorázik)

evaluation értékelés

find out (to) felfedez

go along (to) előre halad,

végigmegy

head (fn.) igazgató, fejes;

fel; (mn.) fő, központi

hint utalás, nyom, kis

menyiség; tanács, célzás

hothead forró fejű,

impulzív személyiség

joker tréfacsináló

light (fn.) fény; (mn.)

világos, könnyű

look forward to (to)

türelmetlenül vár,

alig vár

mean eszköz, mód;

tsz. gazdasági eszközök

mean (to) szándékozik,

jelent, mondani akar; gondol

monotone monoton,

egyhangú

news újdonság; hír,

tévéhíradó

pity (átvitt ért. is) könyörület,

szánalom; sajnálat

(what a pity! milyen kár!)

position pozíció

schedule (to) ütemez,

programoz

sell (to) elad

such olyan, mint; hasonló

supporting documents/files

támogató dokumentumok,

fájlok

time zone időzóna

turn turnus

unexpectedly váratlanul;

hirtelen

worked up izgatott, ideges

9. lecke

An unexpected proposal

Your offer is very tempting, but...

1. JELENET

Mrs Baker: Victoria Lee, good morning. Do you remember me?

Victoria: Yes, certainly. And to what do I owe the pleasure of your unexpected visit?

Mrs Baker: Beautiful office, my compliments! You've certainly come a long way, haven't you?

Victoria: Well, I can't complain. If you don't mind, I've got quite a lot to do!

Mrs Baker: You didn't feel that way a year ago when we first met.

Victoria: Listen Mrs Baker, that was a very difficult period for me. I wasn't happy with my job and...

Mrs Baker: Don't worry Lee! I'm not here to visit the past but, rather, to talk about the future!

Victoria: What?

Mrs Baker: I've recently heard quite a bit about you. I know that you've done great things to improve the bottom line of Spector. As a matter of fact, that's why I'm here today. I'd like you to come and work for us.

Victoria: Thank you Mrs Baker, but...

Mrs Baker: Just a moment Lee, let me have my say. If you came to work for us, you'd not only have the opportunity

to work for a successful company, but you'd also have a brilliant career with full satisfaction ahead of you.

Victoria: I'm flattered. But as I said, I'm very pleased with my present employment.

Mrs Baker: And if I were to propose a position as business development manager, would you consider my offer?

Victoria: Mrs Baker, please. If I were to come and work for you, I'd be doing my company a disservice.

Mrs Baker: Just think it over Lee. If you accept, you'll get a much higher salary than your current one. Of course, I forgot to mention the company car and mobile phone, not to mention an impressive percentage of sales.

Victoria: That's enough, Mrs Baker. Your offer is very tempting. And if I were free, I would certainly accept. However, things have changed greatly. I'm very satisfied with my job here...

(Belép Mr. Chang,)

Mr Chang: Mrs Lee I've brought you this brochure. I was just... *(Észreveszi Baker kisasszonyt, félbehagyja a mondatot és kérdően néz Victoria-ra.)*

Mrs Baker: Fine, I'll leave. Mrs Lee, just think about what I said. I'll be in touch.

I just need some advice

2. JELENET

Anne kávészünetet tart és a kávéfőzőnél van. Izgatottan, kezébenszatyorral belép Alice.

Alice: Hi Anne, have you got a moment? I just have to show you a few things.

Anne: Alice, how many times have I told you to call before you come and visit me at the office? If my boss finds out, I'll be in trouble.

Alice: Yes, I know. You're right. Sorry. Anyway, you are on your coffee break... And I just need some advice. I'm going out with Philip tonight. You know, the handsome guy I met at the library last week?

Anne: Oh...

Alice: I told you about him, didn't I?

Anne: Oh, I don't know, Alice. I've lost count. Every week there's a different guy. And what's so important about him that you couldn't wait to see me?

Alice *(kinyitja a szatyrot és kivesz belőle egy piros ruhát):* What if I wear this tonight?

Anne: It's nice. Red suits you.

Alice: Really? But if I wear this, I'll have to find the right black shawl. By the way, can you lend me the one you bought last Saturday?

Anne: Alice, it's brand new. I haven't even worn it yet!

Alice: Come on Anne... I told you that this date is really important to me. Okay... *(kivesz a szatyorból egy másik ruhát)* What if I wear this one?

Anne: Hum... That's pretty, too.

Alice: Yes, but if I wear this one, it would go better with your blue hat. *(Könyörögve néz Anne-ra)* Could you lend it to me? Please, Anne!

Anne: Oh, Alice not that one! It was a present from my sister. I'm very attached to it.

Alice: Oh, please Anne. Come on, help me. Please!

Anne: Okay, okay! It's impossible to talk you out of anything anyway! But if I had known you were going to borrow my entire wardrobe, I would have immediately told you I was very busy!

Alice: Thanks Anne, you're the best.

Anne: Yeah...

Alice: Okay, I'm going now... Ehm, by the way... What would you say if I told you I had broken your camera?

Anne: You've done what?

Alice: Oh, come on, Anne. I'm joking! I think work is making you just a bit too nervous. Bye bye!

Megértési gyakorlat

(Megoldások az 56. oldalon)

A jelenet megértésének ellenőrzésére válaszoljon az alábbi kérdésekre.

1 Why does Mrs Baker go to see Victoria?

- ☐ a) Because she wants to do some business with Spector
- ☐ b) Because she wants to offer her a job
- ☐ c) Because she wants to buy a pair of tennis shoes

2 What is Victoria's reply to the offer of a job?

- ☐ a) It is very interesting, but at the moment she is happy where she is
- ☐ b) She would accept if they offered a higher salary
- ☐ c) She is not interested in working for that company

3 Why does Alice need advice from Anne?

- ☐ a) Because she has a date with a handsome new boyfriend
- ☐ b) Because she's leaving on a trip
- ☐ c) Because she has a job interview coming up

4 Anne would have told Alice that she was busy if she had known that...

- ☐ a) she was going on a date
- ☐ b) she was going to come to the office to see her
- ☐ c) she was going to ask to borrow her entire wardrobe

Tegyen próbát!

(Megoldások az 56. oldalon)

1. GYAKORLAT

Jelölje be, hogy igazak (T) vagy hamisak (F) az alábbi mondatok.

- | | T | F |
|---|--------------------------|--------------------------|
| 1 Reed is an American recruitment company. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Only large organisations use Reed's services. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Job seekers can look through the jobs that employers have uploaded to the site. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Reed provides advice to job seekers on how to be successful in their job hunting. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Reed offers employers more than just a recruitment service. | <input type="checkbox"/> | <input type="checkbox"/> |

2. GYAKORLAT

Illessze be a mondatokba a helyes kifejezést.

- | | |
|---|---|
| 1 This job is boring, I need a job that is a real challenge.
<input type="checkbox"/> a) so
<input type="checkbox"/> b) to
<input type="checkbox"/> c) such | 2 My CV's the websites of two recruitment agencies.
<input type="checkbox"/> a) at
<input type="checkbox"/> b) on
<input type="checkbox"/> c) by |
| 3 my new job I get a good salary, a company car and private health insurance.
<input type="checkbox"/> a) With
<input type="checkbox"/> b) By
<input type="checkbox"/> c) At | 4 Another company tried to head hunt today – they offered to double my salary!
<input type="checkbox"/> a) I
<input type="checkbox"/> b) me
<input type="checkbox"/> c) myself |

3. GYAKORLAT

Párosítsa a kérdéseket a megadott válaszokhoz.

- a) Why do you want to change job?
b) What type of job are you looking for?
c) How much is the take-home salary?
d) What other benefits are there?
e) What sort of career prospects are there?

1 I'm not sure, that's why I'm going to try temping for the next couple of months.

2 We provide private health care, a company car and flexible working options.

3 We encourage good employees to stay with us and apply for positions of responsibility.

4 I want a job that gives me more responsibility.

5 £25,000 gross a year.

4. GYAKORLAT

Illesse be a mondatokba az alábbi kifejezéseket.

outsource
job
part-time
contract
temporary

- 1 Paul, can you write the specification and e.mail it to the recruitment company?
- 2 I think we need to our staff recruitment – it's taking up too much time.
- 3 We need cover for Alison, she's going on maternity leave soon.
- 4 I'm a worker, I'll be here for six months.
- 5 I have two young children to care for, so I'm looking for a job.

Szószedet

advice tanács
ahead elől, előre
attached elkötelezett;
 rögzített; mellékel, csatolt
bit egy kicsit
blue chip organisation
 olyan nemzetközi
 nagyvállalatok, mint az IBM,
 BP, Shell
borrow (to) kölcsönvesz
bottom line végeredmény
 (a mérleg utolsó sora)
brand márka
(brand new: vadenatúj)
break (to) tör
by the way erről jut eszembe,
 apropó!
camera fényképezőgép
candidate jelölt
complain (to) panaszkodik;
(I can't complain: nem
 panaszkodom)
consultancy service
 tanácsadó szolgáltatás
convincing meggyőző
count számla, számolás
date találkozó; dátum
development fejlődés, fejlesztés
(business development:
 kereskedelmi fejlődés,
 fejlesztés)
disservice kár, rossz
 szolgáltatás
flatter (to) hiteget, hízeleg

flexible rugalmas
flexi-time rugalmas munkaidő
forget (to) elfelejt
handsome szép, vonzó,
 kellemes megjelenésű
hat kalap
head hunt (to) fejtörőszóhoz
 fordul, toboroz
HR (human resources)
 Emberi Erőforrás
impressive lenyűgöző, mély
 benyomást keltő
in trouble (to be) bajban van,
job hunting munkát keres
job specification munkaleírás
leave engedély (pl. szabadság)
lend (to) kölcsönad, kölcsönöz
location hely
management igazgatóság
maternity gyes, gyed
owe (to) tartozik
percentage százalék
perform (to) végrehajt;
 működik (jól vagy rosszul)
pleasure öröm
present (fn.) ajándék;
 (mn.) jelenlegi, aktuális
proposal ajánlat
recruitment toborzás, felvétel
sale eladás
say mondanivaló, szó
(to have one's say: elmondja
 a mondókáját)
senior idős, rangidős

shawl kendő, sál
SMEs (small and medium sized enterprises)
 (kis- és középvállalatok)
solution megoldás
source forrás
specialism specializáció, szakosodás
take up (to) belekezd (pl. egy kurzusba)
temp ideiglenes munkaerő
tempting csábító, kísértő
UK (United Kingdom)
 Egyesült Királyság
unexpected váratlan
upload adatot feltölt
wardrobe gardrób
way út; irány; mód; nézőpont
(to come a long way:
 megtette az utat, sikert ért el)
wear (to) visel, hord

10. lecke

The main thing is to be clear!

You've caught me out!

1. JELENET

Anne (telefonál): Yes, Mr Jones! The collection is divided into thematic volumes. Your volume will be the first dealing with starters. That's right! Yes, recipes should be written clearly and precisely. I'm not sure I agree with you there. Ingredients should be written separately, directly under the title of each dish. Okay, I'll expect your first instalment next week. Alright. Goodbye, Mr Jones. Goodbye.

Anne: Excuse me, Gary. Has Mr Bradford got in touch yet? Gary? Hello!? I asked you a question. Could you answer, please?

Gary: What's up Anne? I'm sorry, Anne. I'm working on the contracts to send out to the authors.

Anne: Have you spoken to Mr Bradford yet?

Gary: No! Could you give him a call, please? I'm really very busy at the moment.

Anne: Okay, could you at least tell me where you are with him? Has he sent us the materials? Gary? Hello!? Gary!

Gary: What?

Anne: Please, can you tell me what is so entertaining about drawing up contracts?

Gary: Why?

Anne: Because you're glued to your computer, and you keep laughing like a fool!

Gary: I'm just in a good mood today.

Anne: Come on Gary, I'm not stupid! What are you doing?

Gary: Okay, you've caught me out! I'm chatting! It's great fun. Would you like to give it a try?

Anne: No, thank you very much. And you shouldn't be chatting at work anyway! Mr Stevens might notice...

Gary: Now why would he? If he walks in the door, I'll just close the window and continue typing up the contracts. Anne, relax! Let's chat a bit together.

Anne: No! I'm afraid I can't. Somebody needs to work around here! Now, could you explain how I should proceed with this? You spoke to Mr Bradford. So could you give me some details on your agreement?

Gary: Yes. He should have sent some materials in two days ago, but we still haven't received anything yet. Give him a call and see where he's at with those.

Anne (*fogja a telefont és tárcsáz*): Hello, Mr Bradford. This is Anne Baxter from Pilgrim Publishing. Yes. We're still waiting for the materials you should have sent us two days ago. I just wanted to know if you were having problems... What does the index have to do with it? I'm afraid I don't understand. No, it's just I wasn't aware of that. No, I don't think... Could you just hold on a second? (*teljesen remülten átadja a telefont Gary-nek.*)

Gary (*telefonba*): Hey Mark, this is Gary! No, no, don't worry. Everything's just fine! Anne just didn't know. Have

you finished the index then? Okay, great. We'll expect your e.mail then! Okay. Bye Mark.

Anne: I hate you, Gary! If you spent a little time filling me in instead of chatting on your computer, I might just know what's going on around here!

Gary: What?

Anne: Uh!

I appreciate your sincerity

2. JELENET

*Victoria a számítógépén dolgozik az irodában.
Belép Mr. Chang.*

Mr Chang: Mrs Lee, excuse me for disturbing, but I need to speak with you for a moment.

Victoria: You're not disturbing, Mr Chang. What can I do for you?

Mr Chang: Perhaps it's none of my business... But considering the importance of the deal for you and your company, I want to be absolutely sure that everything goes smoothly... And that no ugly surprises are around the corner.

Victoria: I don't understand, Mr Chang. What you are getting at?

Mr Chang: You see Victoria, I value you highly and trust in you, but I don't like people going behind my back.

Victoria: What are you insinuating, Mr Chang?

Mr Chang: Victoria, I know very well the woman who visited you in your office yesterday. Mrs Baker, Human Resources Director for Play, the world's largest sporting goods chain.

Victoria: And...?

Mr Chang: Mrs Baker is well known as a "head hunter". You know, those personnel managers who rob other companies of their own talents to employ for their own companies. So, tell me, Victoria, what did Mrs Baker want from you?

Victoria: You're right. Mrs Baker made me a very interesting offer, but I certainly have no intention of accepting!

Mr Chang: Are you quite sure Victoria?

Victoria: Look, Mr Chang, I had an interview with Mrs Baker last year. At the time, I was working for Spector, but I was very unhappy. I had been hired to work in the business office and had expected more important assignments. But unfortunately, my work was very monotonous and boring. Nothing that met my expectations. So I sent a CV to Play. They contacted me for an interview, but there weren't any positions open at the time. Therefore, I stayed at Spector. And there's another thing, Mr Chang: I have a dream! I've always wanted to work in a publishing house! Ever since I was a teenager! And that's also why I wanted to leave this job! Numbers just don't go with my creativity!

Mr Chang: And what about now, Victoria? Do you still doubt about your job? And what about your expectations?

Victoria: Well, now things are different! I've taken on a role with more responsibilities, and I'm working on important projects like this one. It's been a double victory for me. Not many women have such prestigious positions. And I'm quite proud of that. I've finally had the chance to demonstrate all my abilities, and I have no intention to renounce that. You have to believe me Mr Chang! I have no intention whatsoever of betraying my company!

Mr Chang: I believe you, Victoria! I certainly appreciate your sincerity. You're quite a capable young woman! And I'm certainly very pleased to have solved this little misunderstanding!

Megértési gyakorlat

(Megoldások az 57. oldalon)

A jelenet megértésének ellenőrzésére válaszoljon az alábbi kérdésekre:

1 What should Gary be doing?

- ☐ a) Writing a report for Mr Stevens
- ☐ b) Preparing the contracts to send
- ☐ c) Telephoning to the writers of the cookbook series

2 What is Gary really doing?

- ☐ a) Chatting
- ☐ b) Writing an e.mail to Anne
- ☐ c) Playing a joke on the phone

3 Who is the woman who went to see Victoria?

- ☐ a) A publicity agent
- ☐ b) The wife of her boss
- ☐ c) Human Resources Director for a major chain selling sporting goods

4 What is Victoria's dream?

- ☐ a) To work in a publishing house
- ☐ b) To go to live in Japan
- ☐ c) To become manager of Spector

Tegyen próbát!

(Megoldások az 57. oldalon)

1. GYAKORLAT

Rakja helyes sorrendbe a szavakat, hogy értelmes mondatokat kapjon.

1 but totally you with sorry I'm I disagree

.....

2 point to up not but completely with a agree I you

.....

3 quite had I in not That's mind what

.....

4 me Don't I with agree wrong you get

.....

2. GYAKORLAT

Illessze be a mondatokba a helyes kifejezést.

1 Could we have ...
details, please.

many
much
more

3 That's not quite what
I had ... mind.

in
on
at

2 What are your views ...
overtime?

for
on
with

4 Up to a point ... agree
with you.

I am
I don't
I

3. GYAKORLAT

Illessze be a mondatokba a zárójelben levő kifejezések helyes fordítását.

- 1 speak directly to the suppliers?
(Nem gondolod, hogy el kellene)
- 2 remember their English is not very good.
(Igaz, de)
- 3, I plan to use an interpreter.
(Ne érts félre)
- 4, if there is a misunderstanding,
we'll be the ones to blame.
(Ennek ellenére)

4. GYAKORLAT

Fordítsa le a következő mondatokat.

- 1 Félek, hogy nem értetted meg azt, amit mondok.
.....
- 2 Nem pontosan az, ami a fejemben van.
.....
- 3 Világosan bemutattam az ötletet?
.....
- 4 Nem tudlak követni.
.....

Szószedet

assignment megbízás,
munkakör

aware tájékozott;
tudomással bír róla

back hát, hátgerinc, váll

betray (to) megcsal

catch out (to) rajtakap

chain lánc

corner sarok

(around the corner:
a sarkon túl)

deal üzlet, egyezés;
mennyiség

deal with (to) tárgyal vmiről;
egyezséget köt, üzletet köt
vkivel

dish tányér; edények

draw up (to) kiad

entertaining szórakoztató

fill sb in (to): tájékoztat

fool buta, ostoba

get at (to) (biz.) sejtet

glue (to) (biz.) ragaszt, tapaszt

go on (to) folytat,

továbbmegy

(what's going on?: mi történik?)

go with (to) összhangban van,
elkísér vkit

head hunter fejevadász

instalment rész,

tétel; részlet, előleg; telepítés,
beindítása

instead azonban

keep (to) tart, megtart, eltart

laugh (to) nevet

mood kedv, lélekállapot

proud büszke, öntelt

rob (to) lop

send out (to) küld,

elküld; átad, körbeküld

smoothly könnyen, könnyedén

(to go smoothly: simán megy)

solve (to) megold, megfejt

starter előétel; kezdeményező;

indítómotor

take on (to) magára vállal;

elfogad

trust (to) bízik vkiben,

megbízik, rábíz

try próba, kísérlet

type up (to) gépel

value (to) értékkel, becsült,

nagyra értékkel

walk in (to) belép

wanna - want to

összevonva: akar

what's up? (biz.) Mi van?

Mi történik?

whatsoever (érz., kijelentő
mondatokban) bármi,

akármilyen; (tagadó mondatokban)

senki, egyáltalán nem

A feladatok megoldása

6. lecke

DEALING WITH A MARKET CRISIS

Megértési gyakorlat (11. old.)

1) b; 2) c; 3) b; 4) a

Tegyen próbát! (12. old.)

1. GYAKORLAT

1) Hamis; 2) Hamis; 3) Hamis; 4) Igaz; 5) Hamis

2. GYAKORLAT

- 1) Wrong (Right; In 2001 Aer Lingus lost more than 35 million euros)
- 2) Right
- 3) Wrong (Right; Thousands of Aer Lingus employees lost their jobs)
- 4) Wrong (Right; Short cargo routes to Europe were stopped)
- 5) Wrong (Right; Mr Walsh successfully copied the success of Ryanair)

3. GYAKORLAT

1) to; 2) are; 3) much; 4) has; 5) in

4. GYAKORLAT

1) c; 2) e; 3) b; 4) a; 5) d

7. lecke**JOKING ON THE TELEPHONE****Megértési gyakorlat** (19. old.)

1) c; 2) a; 3) c; 4) b

Tegyen próbát! (20. old.)**1. GYAKORLAT**

1) c; 2) d; 3) a; 4) b

2. GYAKORLAT

1) Hello, Pilgrim Publishing, Ms Baxter speaking. Can I help you?

2) I'll put you through.

3) Just a moment, please.

4) May I take a message?

3. GYAKORLAT

1) How may I help you?

2) Hello, is that Mr Johnson speaking?

3) Could you put me through to Ms Smith?

4) Could you ask her to call me back?

5) Would you like to leave a message?

4. GYAKORLAT

1) leave/take; 2) leave; 3) through; 4) on; 5) this

8. lecke**CROSSED SIGNALS****Megértési gyakorlat** (29. old.)

1) b; 2) c; 3) c; 4) a

Tegyen próbát! (30. old.)**1. GYAKORLAT**

1) lgaz; 2) lgaz; 3) lgaz; 4) lgaz; 5) lgaz

2. GYAKORLAT

1) recharging

2) we're cut off

3) I'll call you back

4) call me back

5) Can you repeat that, please?

3. GYAKORLAT

1) Mary; 2) spell; 3) back; 4) opinion

4. GYAKORLAT

1) this; 2) catch; 3) spell; 4) getting

9. lecke**AN UNEXPECTED PROPOSAL****Megértési gyakorlat** (38. old.)

1) b; 2) a; 3) a; 4) c

Tegyen próbát! (39. old.)**1. GYAKORLAT**

1) Hamis; 2) Hamis; 3) Igaz; 4) Igaz; 5) Igaz

2. GYAKORLAT

1) so; 2) on; 3) At; 4) me

3. GYAKORLAT

1) b; 2) d; 3) e; 4) a; 5) c

4. GYAKORLAT

1) job; 2) outsource; 3) temporary; 4) contract; 5) part-time

10. lecke**THE MAIN THING IS TO BE CLEAR!****Megértési gyakorlat** (48. old.)

1) b; 2) a; 3) c; 4) a

Tegyen próbát! (49. old.)**1. GYAKORLAT**

- 1) I'm sorry, but I totally disagree with you.
- 2) Up to a point I agree with you, but not completely.
- 3) That's not quite what I had in mind.
- 4) Don't get me wrong, I agree with you.

2. GYAKORLAT

1) more; 2) on; 3) in; 4) I

3. GYAKORLAT

- 1) Don't you think we should
- 2) Very true, but
- 3) Don't get me wrong
- 4) Even so

4. GYAKORLAT

- 1) I'm afraid you don't understand what I'm saying.
- 2) That's not exactly what I had in mind.
- 3) Have I made that clear?
- 4) I don't quite follow you.

ENGLISH

today

BUSINESS LEVEL

ANGOLNYELV-OKTATÓ PROGRAM

Lesson 6: On the job. Dealing with a market crisis

- Hogyan írjuk le egy vállalat válságát • Hasznos szókincs az alkalmazásokkal és foglalkoztatással kapcsolatban

Lesson 7: On the job. Joking on the telephone

- Angolul telefonon • Hasznos szókincs • Hogyan válaszoljunk, kérünk, hogyan várakoztassunk, hogyan hagyjunk üzenetet

Lesson 8: On the job. Crossed signals

- Problémák telefonon • Hasznos tanácsok: hogyan kérünk meg valakit arra, hogy ismétlje meg, amit mondott

Lesson 9: On the job. So much to learn! An unexpected proposal

- Munkügyi hivatalok • Munkakínálat és -kereslet

Lesson 10: On the job. The main thing is to be clear!

- Egyetértés/egyet nem értés kifejezései • Munkával kapcsolatos véleményünk kifejezéséhez szükséges kifejezések



KÖNYV

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