

LANGUAGE

Lesson 5.1 Vocabulary

B2 Business Vantage

1 Choose the correct option.

At Finance International the global ¹ team are an important part of the company. When a member of staff has to ² to another country, this team manages that ³ It arranges ⁴ of personal belongings and travel arrangements. To help our staff ⁵ in to the new culture, the team has an international ⁶ of 'buddies'. These are local people who are ⁷ to our employees to help them get to know the new country. Their task is to ⁸ the employee about daily life such as using public transport and shopping. But buddies are also encouraged to give a personal ⁹ so the new employee can start to feel at home. We believe this creates a ¹⁰ opportunity for everyone involved.

- | | | | |
|-----------------|---------------|---------------|-------------|
| 1 a expenses | b opportunity | c immigration | d mobility |
| 2 a assign | b mobilise | c adopt | d relocate |
| 3 a process | b network | c immigration | d deposit |
| 4 a taxation | b mobility | c shipping | d process |
| 5 a immigrate | b settle | c assign | d claim |
| 6 a relocation | b deposit | c assignment | d network |
| 7 a adopted | b assigned | c personal | d processed |
| 8 a brief | b claim | c compensated | d adopt |
| 9 a perspective | b opportunity | | |
| c expenses | d process | | |
| 10 a mobile | b global | | |
| c developmental | d perspective | | |

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Lesson 5.2 Grammar

2 Complete the second sentences so they have the same meaning as the first sentences using the word(s) in brackets.

1 I learned a lot about my job and also about myself when I worked in Berlin. (Not only)

..... , but also about myself when I worked in Berlin.

2 Jason had never worked as hard as he did at a bank in London. (Never)

..... as he did at a bank in London.

3 I arrived at work and my manager told me that we were moving to New York. (No sooner)

..... than my manager told me that we were moving to New York.

4 When Nathan moved to Seoul he realised how much he liked Korean food. (Not until)

..... did Nathan realise how much he liked Korean food.

5 My father didn't know that he would really enjoy working abroad. (Little)

..... that he would really enjoy working abroad.

6 I didn't feel homesick at all when I had to work in Australia for a year. (Not once)

..... when I had to work in Australia for a year.

7 You'll only get to know another culture if you integrate with local people. (Only by)

..... you get to know another culture.

8 We would never put our careers before our children's education. (On no account)

..... our careers before our children's education.

9 I don't often receive such positive feedback from my manager. (Rarely)

..... such positive feedback from my manager.

10 Kai did not intend to upset her colleague Lucy. (In no way)

..... to upset her colleague Lucy.

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Lesson 5.3 Functional language

3 [BP_B2+_Test_05_01.mp3] Listen to the speaker and choose the correct answer.

- | | | |
|-----|---|---|
| 1 a | b | c |
| 2 a | b | c |
| 3 a | b | c |
| 4 a | b | c |
| 5 a | b | c |

/5

Lesson 5.4 Functional language**4 Choose the correct option.**

Let's look at why you should do a course in communication skills. One clear ¹ is that it improves team dynamics. ² if things go well, there is always room for improvement. The ³ from other managers clearly shows that staff are more focused when managers communicate clearly. This gives you the ⁴ benefits of increasing productivity and generating a positive atmosphere. Put ⁵ , communication courses are the most successful types of manager training.

- 1 **a** evidence **b** data **c** nutshell **d** benefit
2 **a** Even **b** Simply **c** Also **d** Undoubtedly
3 **a** matter **b** benefit **c** evidence **d** obvious
4 **a** clearly **b** data **c** twin **d** alone
5 **a** even **b** simply **c** nutshell **d** obvious

/5

Lesson 5.5 Functional language

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5 Complete the text with one word in each gap.

Thanks ¹ the company exchange programme I'm working in the Santiago office this year. I arrived at the airport last Saturday. I spent the weekend looking around the city. There's lots to do and Santiago is ² up to my expectations. The only downside is ³ my Spanish isn't very good, but I hope that will improve soon!

I'm sure this experience will be beneficial ⁴ my career. I'll have a much better understanding of how to do business in South America after this. So, I highly ⁵ it to everyone.

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Name: _____

SKILLS

Short listening

B2 Business Vantage / C1 Business Higher

6 [BP_B2+_Test_05_02.mp3] You will hear two telephone conversations. For each question, write one or two words or a number. You will hear each recording twice.

Listening 1

Look at the notes below. You will hear an employee talking to HR about a secondment.

HR – secondment accommodation info

Week 1 = stay in hotel

Meet Sabine – ¹ Manager.

View flats.

² – about 20 mins walk away.

Sign contract for ³ months.

Rent includes all bills – may be extra for

⁴

Listening 2

Look at the notes below. You will hear two colleagues discussing secondments.

Kyle's positive points about secondments

- Opportunity to learn lots about ⁵
- In an international team, ⁶ style is important.
- Chance to reflect on abilities and find new ⁷ for yourself.
- Change of ⁸ can bring new interest in job.

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Reading

B2 Business Vantage / C1 Business Higher

7 Read the article about employee global secondments. Choose the best sentence from A–H to fill each of the gaps. Do not use any letter more than once. There is an example at the beginning.

Working abroad – what's stopping you?

The modern international world of work offers a range of opportunities to adventurous workers who feel the pull of travel. ⁰.....**F**..... Things have changed now and international companies have offices spread out all over the globe. There are all sorts of exciting employment prospects and great places to live.

¹.....

The first thing to do is to think about your personality. Some people are far more suited to living in another culture than others and this is largely based on the expectations you have of your life. ²..... In addition, you should be able to adapt to new situations without too much stress. However, people can fall into the trap of thinking that these requirements are only true for cultures which are very different from their home culture. It should be recognised that moving anywhere can be difficult.

³.....

Similarly, it would be a mistake to focus too much on the extreme cultural differences. For example, some people may be afraid of moving somewhere because of possible communication barriers, but this is not something to be overly concerned about. ⁴.....

Companies tend also to have immersion programmes to help you learn survival phrases or they can provide long- or short-term teachers. While it's important to be self-reliant and independent in order to settle into a new life and job abroad, remember that international companies are used to managing secondments and work placements overseas. ⁵..... In fact, it is often said that making friends and settling in to a new country is easier than doing it in an unfamiliar city in your own country.

⁶..... Office etiquette is an example. Although you may feel confident in your ability to do your job, cultural norms in offices can vary widely across cultures. It is worth finding out typical working hours, forms of address for co-workers and meal arrangements for example. ⁷..... Understanding how your daily life will be at work will go a long way to helping you decide if this is the right move for you or not.

Finally, bear in mind that part of working abroad is about expanding your life, embracing new challenges and overcoming difficult situations. The experience will undoubtedly have ups and downs, but it will definitely make you stronger as a person and more employable as a result.

A There will always be others around to help and advise you.

B It is clear that you would need to be fairly open-minded and flexible to live abroad.

C Plenty of people have enjoyed working in another country without being fluent in the local language.

D However, before embarking on a work placement in another country, it is vital to assess whether it is right for you.

E All of these aspects can impact your experience – either positively or negatively.

F In the past only diplomats, engineers and people in the travel industry tended to travel for work.

G This is true even if the new culture seems familiar or not too different from your own.

H Factors which may be considered less are those connected to the workplace itself.

Name: _____

Writing

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8 You are an engineer working for a biomedical research company. You have recently gone on a secondment to another country. Write a blog post for your company describing:

- **your first week – accommodation, work, social activities.**
- **what you like about the secondment.**
- **any challenges you have faced.**
- **your conclusion(s) so far.**

Write 180–200 words.

[illegible]