

## Background

### Best business books of the year

This year was a good year for new books about business. Here are our favourites.

#### 1 Effective teams

*by Dr Carla Essinski*

This is a short book, but it's full of good advice. Dr Essinski analyses ten different teams in ten famous companies and finds out what makes them effective. She **looks at** business in different industries including IT, energy, and manufacturing, but each team has \*similar characteristics. Teams are small and team leaders let everyone speak. It's a \*serious but useful book for any manager.

#### 2 Culture tips for business travellers

*by Helena and Mark Hockly*

How do you give a business card in Japan? Do you use first names or surnames in Brazil? This book answers these questions and lots more. The book is organized country by country. So if you have a meeting in Lima, you **look up** Peru and **find out** what is \*polite or not acceptable. The only disadvantage is that the book has nearly 550 pages so it's heavy for your luggage! But pack it if you can – it could stop cultural misunderstandings.

#### 3 My life in business

*by Sir Norman Griffiths*

In Britain, Sir Norman is a business \*celebrity. He launched the first home computers in the eighties. He's given advice to the government. He's even had his own TV show. Now he describes how he **grew up** as a child from a family with nothing and became one of the richest and most successful business leaders of the last thirty years. He loves telling you about his life, but he also wants to tell you how to \*improve the world through business. A good book for people who want to **set up** their own business.

#### 4 Why I hate my boss

*by Ray Damman*

And finally, if you don't want to read about work at the end of the day then here's a funny book to make you laugh. The author talked to lots of people and **took down** anything they said about their bosses. The book has some \*cartoons and unfortunately you might agree with lots of the opinions. Give it to all your colleagues, but don't let your boss \*discover it!

#### Glossary

\**cartoons* = funny drawings (often in newspapers)

\**celebrity* = a famous person

\**discover* = to find information, a place, or object for the first time

\**improve* = to make better

\**polite* = socially correct

\**serious* = not funny

\**similar* = the same in many ways, but not completely



# Reading file 6

## Exercises

### 1 Work with a partner and discuss these questions.

- 1 What types of books do you like reading?
- 2 Do you ever read books about work or business? Why? / Why not?

### 2 Read the text from a business magazine. What is the main purpose of the text?

- 1 to advertise some books
- 2 to recommend some books
- 3 to explain how to write a book about business

### 3 Read the text again. Match books 1–4 to descriptions a–k.

- a Two people wrote this book: \_\_\_\_
- b It isn't serious: \_\_\_\_
- c It helps you meet people from other countries: \_\_\_\_
- d It's about the author's own life: \_\_\_\_
- e You can learn how to work with other people: \_\_\_\_
- f This book isn't for managers to read: \_\_\_\_
- g It's a long book: \_\_\_\_
- h The author studied different businesses: \_\_\_\_
- i The author interviewed people: \_\_\_\_
- j The author is famous: \_\_\_\_
- k These three books give advice: \_\_\_\_, \_\_\_\_, \_\_\_\_

### 4 We use lots of phrasal verbs in English. A phrasal verb is a 'verb + particle' and they can have many different meanings. Match the phrasal verbs in **bold** in the text to the following definitions.

- 1 learn / discover: \_\_\_\_\_
- 2 start (a company): \_\_\_\_\_
- 3 study / analyse: \_\_\_\_\_
- 4 change from a child to an adult: \_\_\_\_\_
- 5 find something in a list: \_\_\_\_\_
- 6 write what someone says: \_\_\_\_\_

### 5 Complete sentences 1–5 with the phrasal verbs in 4. Remember to use the correct tense.

- 1 We \_\_\_\_\_ the company in 2001.
- 2 As a child I \_\_\_\_\_ in a small house in London.
- 3 Take a \_\_\_\_\_ this graph.
- 4 Can you \_\_\_\_\_ notes on our discussion?
- 5 I don't know the location of my hotel. I'll \_\_\_\_\_ the address on the Internet and \_\_\_\_\_.

### 6 Work with a partner. Take turns to ask and answer these questions.

- 1 Who set up your company?
- 2 When you need information where do you look it up?
- 3 Do you take down notes at meetings?
- 4 Where did you grow up?

### 7 Look back at the text and choose three words that you could use in your day-to-day work.

### 8 Work in groups. Discuss these questions.

- 1 Would any of the books in the text be interesting for you? Why? / Why not?
- 2 Would you like to write a book? If so, what would you write about?