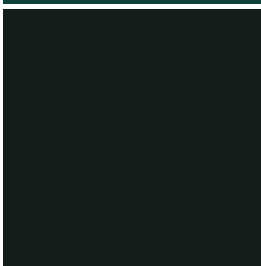
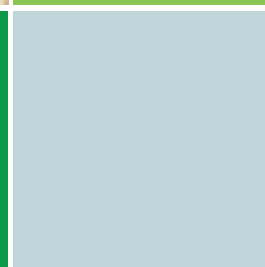
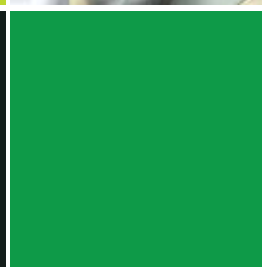
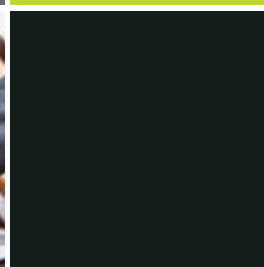
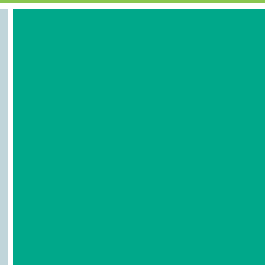
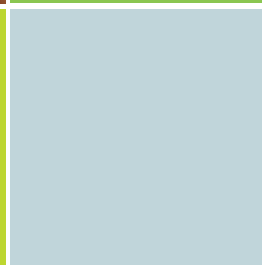
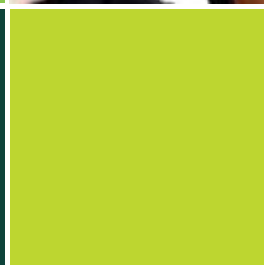
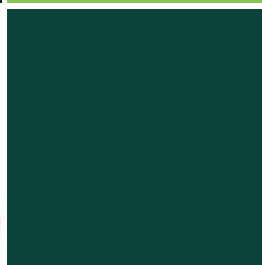
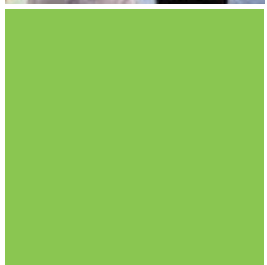




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# CONTENTS

Page	
<b>6</b>	PHRASAL VERBS: MEETINGS
<b>8</b>	HOW TO TELL IF YOUR BOSS IS A PSYCHOPATH!
<b>10</b>	STAFF SICKNESS
<b>12</b>	PHRASAL VERBS: NEGOTIATING
<b>14</b>	PRODUCT PLACEMENT
<b>16</b>	UNUSUAL PRODUCTS
<b>18</b>	WORK CONTRACTS
<b>20</b>	TRENDS & GRAPHS
<b>22</b>	RIDICULOUS REQUESTS
<b>24</b>	PHRASAL VERBS: NEGOTIATING (2)
<b>26</b>	HOW TO SAVE MONEY
<b>28</b>	PHRASAL VERBS: ADVERTISING
<b>30</b>	HOW TO MAKE A MILLION!
<b>32</b>	SIX THINGS NOT TO DO IN A JOB INTERVIEW
<b>34</b>	FOUR BUSINESS TIPS FROM SHARON OSBOURNE
<b>36</b>	MERCHANDISING MANIA
<b>38</b>	MONEY PROBLEMS? WATCH OUT FOR THE DEBT COLLECTOR!
<b>40</b>	ONLINE REVIEWS
<b>42</b>	IS GOOGLE THE BEST PLACE TO WORK?
<b>44</b>	PHRASAL VERBS: SALES FIGURES
<b>46</b>	ANSWERS

# PHRASAL VERBS: MEETINGS

Complete the sentences (1 to 8) with the words from below.

report useful remember proposals concisely idea figures fail

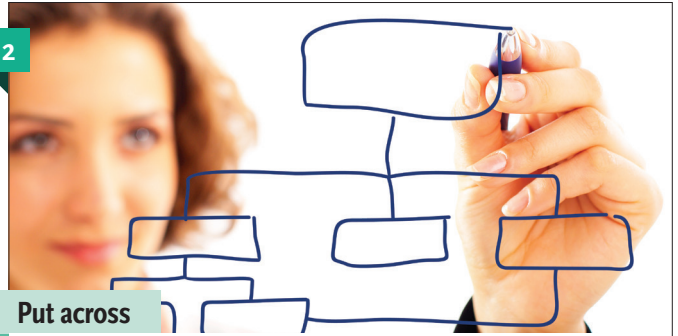
1



## Press on / ahead

To continue in a determined way, despite the difficulties.  
 "They pressed on with the meeting despite knowing that it was doomed to \_\_\_\_\_."

2



## Put across

To communicate your ideas / feelings successfully  
 "She managed to put her ideas across clearly and \_\_\_\_\_."

3



## Jump in

To interrupt someone in order to say what you want.  
 "Before Sandra jumps in here, because I know she will, I'd just like to say that it wasn't my \_\_\_\_\_."

4



## Speak for

To act as a representative for someone as you say something for them.  
 "I think I speak for everyone here when I say that this meeting has been extremely \_\_\_\_\_."

5



## Sum up

To explain the main points of something in a few words.  
 "So, just to sum up, there are three main points to \_\_\_\_\_"

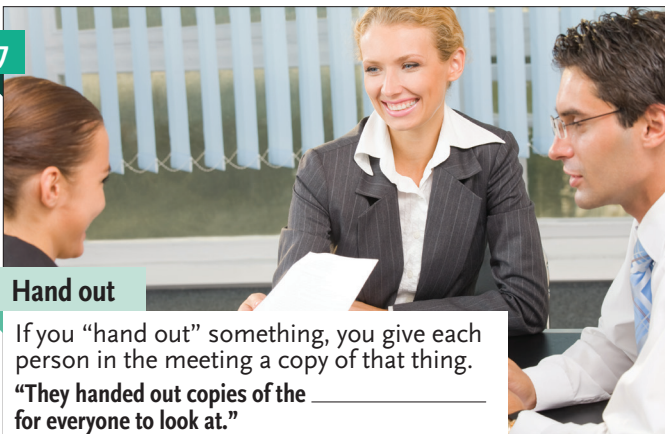
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## Hand over to someone

If you "hand over" to someone during a discussion, you invite or allow that other person to start talking after you have finished.  
 "Now I'd just like to hand over to Marsha, who'll explain the \_\_\_\_\_ in more detail."

7



## Hand out

If you "hand out" something, you give each person in the meeting a copy of that thing.  
 "They handed out copies of the \_\_\_\_\_ for everyone to look at."

8



## Put together

If you "put something together", you organise and create it by arranging and joining its separate parts.  
 "They put together a series of \_\_\_\_\_ for us to consider."



# PHRASAL VERBS: MEETINGS

Answers at the back

## 1 Definitions

Complete the definitions with the correct words.

1. If you "press on", you \_\_\_\_\_ in a determined way, despite the difficulties.
2. If you "put across" your ideas or feelings, you \_\_\_\_\_ them or tell someone about them.
3. If you "jump in", you interrupt someone in order to \_\_\_\_\_ what you want.
4. If you "speak for" someone, you act as a \_\_\_\_\_ for that person and speak on their behalf or pass on any messages from them.
5. If you "sum up" the main points, you \_\_\_\_\_ those points in a few words.
6. If you "hand over" to someone during a discussion, you invite or allow that other person to start talking after you've \_\_\_\_\_.
7. If you "hand out" papers (for example), you give each person in the meeting a \_\_\_\_\_ of those papers.
8. If you "put together" a proposal (for example), you create the proposal, often after consulting with other \_\_\_\_\_.

## 2 Sentence completion

Complete the sentences with the correct prepositions.

1. So, just to sum \_\_\_\_\_, there are three main points that we need to discuss at the next meeting. Firstly...
2. They handed \_\_\_\_\_ copies of the report for everyone to look at.
3. She managed to put her ideas \_\_\_\_\_ clearly and succinctly.
4. I think I speak \_\_\_\_\_ everyone here when I say that this meeting has been extremely useful.



5. They pressed \_\_\_\_\_ with the meeting despite knowing that they'd never come to an agreement.
6. Now I'd just like to hand \_\_\_\_\_ to Marsha, who'll explain the plan in more detail.
7. They put \_\_\_\_\_ a series of ideas for us to consider.
8. Before Sandra jumps \_\_\_\_\_ here, I'd just like to say that it wasn't my idea.

## 3 Matching

Match the words to form phrasal verb collocations.

1. Speak for ☐
  2. Hand out ☐
  3. Jump in ☐
  4. Press on ☐
  5. Hand over ☐
  6. Sum up ☐
  7. Put together ☐
  8. Put ☐
- a. to someone  
b. what you've said  
c. someone  
d. copies of a document  
e. with a comment  
f. with a discussion  
g. across an idea  
h. a proposal

## 4 Vocabulary drill

Answer the questions with full

answers. Invent where necessary.

- Have you had to press ahead with anything lately? What was it?
- Have you ever had difficulty putting across your ideas? When? Why?
- Have you had to put across something complicated lately? What was it?
- What do you say when you want to jump in during a conversation? What's a polite way to jump in?
- Have you had to speak for someone recently? Who? Why?
- How would you sum up your life so far? What have the highs and lows been?
- Have you had to hand over any duties to anyone lately? Who? Why?
- When was the last time you handed something out to people? What was it?
- Have you had to put together any ideas lately? What for? Why?
- Have you ever had to put together a proposal for something? What was it?

## 5 Video

Watch a video on speaking

confidently in meetings.

Search YouTube for "How can I speak with more confidence in meetings".

## First viewing

Watch the video once. Of the tips mentioned to help you speak more confidently in meetings, which one do you find the most useful? Why?

## Second viewing

Watch the video again. Then, answer the questions.

1. What are the four elements to the rule she mentions?
2. What does she say that "turn up" means?
3. What does she mean by "listen"?
4. What should you do if you like interrupting?
5. What does she mean by "speak the truth"?
6. What does she mean by "don't be too attached to an outcome"?

## 6 Extension

Write an e-mail to a work colleague reporting back on a meeting you attended. Give details of who was there, what it was about, where it was, how long it lasted and what was said. Include information on an argument that took place during the meeting.



## PSYCHOPATHIC

Find out how "psychopathic" you are in this mini-test:  
[www.wisdomofpsychopaths.com](http://www.wisdomofpsychopaths.com)

It's believed that about 3% of males and 1% of females are psychopaths. And estimates are that about 15% of the prison population is psychopathic. Of course, many ordinary people can have psychopathic traits without being considered psychopaths.

**Psychopath versus sociopath:** both psychopaths and sociopaths have anti-social personality disorders. However, the term "psychopath" is often used to describe someone who is born with the disorder, and "sociopath" is used for someone who develops it as a result of their childhood or social situation.

# HOW TO TELL IF YOUR BOSS IS A PSYCHOPATH!

**W**hat are the keys to success? Intelligence? Ambition? Industry expertise? According to some experts, it can also help if you're a psychopath!

For most people, the term "psychopath" conjures up the image of a sadistic killer. But not all psychopaths are evil murderers. Most are seemingly ordinary people who've never committed a crime. Some can come across as charming and charismatic, and several are even highly successful.

So, what is a psychopath? *The Journal of Abnormal Psychology* says that typical psychopaths are selfish, egocentric, callous and manipulative people who lack empathy – an ability to understand the feelings of other people – and who have no sense of remorse.

So, how can you tell if your boss or work colleague is a psychopath? Here are some of the **telltale signs**. A psychopath...

- ...likes to be the centre of attention.
- ...may take credit for things they haven't done.
- ...will manipulate others for their own ends.
- ...doesn't feel bad or

apologetic after having done something wrong.

- ...may put down, humiliate or laugh at others.
- ...isn't concerned about ethical behaviour.
- ...is often unaware of the pain they can cause others.
- ...may lie to get their own way.
- ...won't feel bad if they have to sack people.
- ...may exploit and trick others for self-advancement.

Interestingly, many psychopathic characteristics are perfect for succeeding in the world of business. These include ruthlessness, fearlessness, self-confidence, mental toughness, charm and **persuasiveness**. Research psychologist Kevin Dutton talks about this in his book *The Wisdom of Psychopaths: What Saints, Spies and Serial Killers Can Teach Us About Success*. Dutton argues that there are "functional psychopaths" among us who use their personalities to succeed in mainstream society. And shockingly, in some fields, the more "psychopathic" people are, the more likely they are to succeed!

So, where can you find psychopaths? In a 2011 survey (*The Great British*

*Psychopath Survey*), Kevin Dutton asked people to fill out a questionnaire online to find out how "psychopathic" they were. He found that those who scored high on the psychopathic scale included CEOs, lawyers, media executives (in radio and television), salespeople, surgeons, journalists, police officers, members of the clergy, chefs and civil servants. And those who scored low on the scale included nurses, therapists, craftspeople, beauticians, teachers, charity workers, creative artists, doctors and accountants.

Do you think your boss could be a psychopath? ☆

## GLOSSARY

**to conjure up** *phr vb*  
 if you "conjure up" an image, you create that image in your mind  
**to come across as** *exp*  
 if you "come across as" a certain type of person, you seem to be that type of person because of the way you act, etc.  
**telltale signs** *n*  
 signs that give you information about something  
**to take credit for** *exp*  
 if A "takes credit for" B's work, A says that he/she did the work  
**to put down** *phr vb*  
 if A "puts down" B, A says horrible, bad things about B  
**to sack (someone)** *vb*  
 to tell someone that they have to leave their job  
**CEO** *abbr*  
 the Chief Executive Officer – the most important person in a company  
**persuasiveness** *n*  
 someone with a lot of "persuasiveness" can persuade other people to do things

### Answers at the back

#### 1 Pre-reading

What do you think a psychopath is? Write a short description.

#### 2 Reading I

Read the article once. How does your definition of a psychopath compare to the description in the article?

#### 3 Reading II

Read the article again. Then, answer the questions.

1. What do most people seem to think a psychopath is?
2. How does *The Journal of Abnormal Psychology* describe a psychopath?
3. How would a psychopath feel after doing something wrong?
4. What are psychopaths often unaware of?
5. Which psychopathic qualities seem to be useful in the world of business?
6. Who scored high on Kevin Dutton's survey on psychopaths?



# PSYCHOPATHIC BOSS

Answers at the back

## 1 Word identification

Find a word in the article from the previous page that...

- ...is used to describe someone who enjoys hurting others (**adjective**) =
- ...describes someone who is nice, pleasant and attractive (**adjective**) =
- ...is used to describe someone who can influence people easily (**adjective**) =
- ...is used to describe someone who is often cruel and who shows no concern for others (**adjective**) =
- ...is used to describe someone who can persuade people to act in the way they want (**adjective**) =
- ...refers to an ability to understand other people's feelings and emotions (**noun**) =
- ...describes a strong feeling of sadness about something wrong that you did (**noun**) =
- ...describes a driving determination to do anything necessary to get what you want (**noun**) =
- ...can be used to describe the state of being mentally very strong (**two words**) =

## 2 Parts of speech

Complete the table with the correct parts of speech. Then, write three sentences with any of the words.

Noun	Adjective
1. Success	
2. Intelligence	
3. Ambition	
4. Expertise	
5. Charisma	
6. Charm	
7. Manipulation	
8. Empathy	
9. Apology	
10. Humiliation	
11. Ethics	
12. Ruthlessness	
13. Fearlessness	
14. Toughness	
15. Confidence	
16. Persuasion	

## 3 Vocabulary drill

Answer the questions with full answers. Invent where necessary.

- What do you think the keys to



success are?

- How would you rate your intelligence? What types of intelligences do you have?
- How ambitious are you? Give examples.
- Where would you say your expertise lies?
- How charismatic can you be on a scale of 1 to 10?
- How charming are you on a scale of 1 to 10?
- How successful would you say that you've been so far?
- Do you know anyone who you'd classify as manipulative? Who are they? In what ways are they manipulative?
- How empathetic would you say you are on a scale of 1 to 10? Give examples.
- When was the last time you had to apologise for something? What was it?
- Has anything humiliating happened to you lately? What?
- Do you know anyone who you'd classify as ruthless? Who? Why?
- How mentally tough are you? Give examples.
- How confident are you on a scale of 1 to 10? Give examples.
- When was the last time you were persuasive? Who were you talking to? What did you convince the other person to do?

## 4 Video

Watch a video on sociopaths (see previous page for a definition). Search YouTube for "5 signs you are dating a sociopath".

### First viewing

What do you think the five key signs of a sociopath could be? Make notes. Then, watch the video once to compare your ideas.

### Second viewing

Watch the video again. Then, answer the questions.

- What does the presenter say about sociopaths and killers?
- What percentage of Americans are sociopaths?
- What is the first red flag (warning signal) that's mentioned? What does it mean?
- What's the second red flag?
- When we want to diagnose something, what three things do we need to look at?
- What's the third red flag?
- What's the last red flag mentioned?

## 5 Extension

Write up a short bio of your boss (invent details where necessary). Include information on the following: name, age, education, awards, achievements, personal life, overseas posts, experience, recent events, abilities, skills, languages, personality, character...