

Contents

Unit 1	6	Unit 9	60
Greetings and leaving	8	Invitations and guests	
Getting acquainted	9	Unit 10	70
Apologies	11	Meetings and conferences	
Requests	11	Unit 11	82
Offering to help	12	Letters and documents	
Asking permission	12	Exercises	96
Unit 2	14	Unit 1	98
Business people		Unit 2	101
Characteristics	16	Unit 3	104
Appearance	17	Unit 4	108
Unit 3	20	Unit 5	111
Executive's and secretary's		Unit 6	114
rooms and work		Unit 7	116
Unit 4	26	Unit 8	119
Your organization		Unit 9	123
Unit 5	34	Unit 10	128
Telephone calls		Key	134
Unit 6	40	Appendix	138
Accommodation		Abbreviations	158
Hotels	42	Vocabulary	160
Where to stay?	45		
Unit 7	48		
Giving directions and information			
Unit 8	54		
Booking tickets			
Making reservations			