

A business talk

At exactly ten to ten Nick enters the Russia hotel and sees David in the lounge. They exchange greetings and go to the car. A few minutes later they come to Pete's office. Now they are entering the office:

Pete: Good

morning, David. I hope you had a good sleep and liked the hotel.

David: Thank you. The hotel and the restaurant are all right. We had a very nice evening at the restaurant. Everything was fine.

Pete: I also enjoyed last night. Now, shall we get down to business?

David: Yes, certainly. There are a few points to discuss. What would you like to start with?

Pete: If you don't mind, let's start with the time of the Programme. We are planning to send a group of ten persons not later than on the 10th of November.

David: How long will they stay?

Pete: They prefer to be in London for eight days or seven nights.

David: Good. Have you got any comments on the topics of the lectures?

Pete: On the whole the participants are quite satisfied with your choice. But if you could add "Accounting in companies and banks" it will be very good.

David: No problem. I'm making a note of that. We have got a very good lecturer.

Pete: And where will the lectures be read?

David: In one of the conference rooms of the hotel, where they will stay. I mean the Sherlock Holmes Hotel in Baker Street.

Pete: I hope it is in the centre of London.

David: Oh yes. It is very close to Oxford Street and Madam Tussau's.

Pete: Very good. Then let's make a break for lunch.

David: Not a bad idea!

Exercises

1. Underline the sentences true to the text:

- Nick is ten minutes late for the meeting.

David is ten minutes late for the meeting.

The businessmen meet on time.

- Pete joins the businessmen in the lounge at 10 sharp.

Nick takes David to Pete's office.

David goes to Pete's office by himself

- Before the businessmen get down to business they speak about the weather.

Before the businessmen get down to business they speak about their families.

Before the businessmen get down to business they speak about the hotel and the dinner at the restaurant.

- During their business talk the businessmen discuss only one point.

They discuss two points.

They discuss a few points.

- They start their talk with discussing the hotel accommodation.

They start their talk with discussing the topics of the lectures.

They start their talk with discussing the time of the Programme.

- They make a break for dinner.

They make a break for lunch.

They make a break for having a small talk.

2. Translate into Russian:

They are at the airport to meet David Hill.

They see David and come up to him.

Pete and David exchange greetings and Pete introduces Nick to David.

They shake hands and follow Nick to the car.

I also sometimes go to Sheremetievo airport.

I go there to meet or to see off my friends or colleagues.

But I don't like this airport.

Do you like this airport?

3. Translate into Russian:

I hope you had a good sleep and liked the hotel.

The hotel and the restaurant are all right.

We had a very nice evening at the restaurant.

Everything was fine.

I also enjoyed last night.

4. Match English and Russian equivalents:

Now shall we get down to business ?

Нужно обсудить несколько вопросов.

There are a few points to discuss.

С чего вы хотели бы начать ?

What would you like to start with ?

Как долго они будут в Лондоне?

If you don't mind let's start with the
time of the Programme.

Вы имеете в виду семь ночей ?

We are planning to send a group of
10 person in November.

А теперь не перейти ли нам к делу?

How long will they stay?

Они хотели бы пробыть в Лондоне восемь дней

They prefer to be in London for eight days.
ноябре.

Мы планируем направить группу из 10 человек

Do you mean seven nights ?
времени

Если вы не возражаете, давайте начнем с
проведения программы.