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Class: 3B

A. Key Vocabulary

I. Complete the sentences using the words in the box

1. If you see a job you'd like to apply for, you usually contact the **human resources** department.
2. If a company wants to talk to you about a job, they ask you to come for an **interview**.
3. If you have to give a presentation for the first time, don't worry, and try to be **confident**.
4. When you work for a long time in the same job, you get a lot of **experience**.
5. If you suggest an idea or plan for people to think about and decide on, it's called a **proposal**.
6. If a company wants to sell its products in another country, it has to **export** them.
7. When you don't have enough money to buy something, you can't **afford** it.
8. When companies want to promote their products, they will pay for **advertising** on TV, in magazines, and online.

Language building 1: Expressing Opinions

Match opinion 1-5 with one agreeing and one disagreeing response response a-j below. The phrases for expressing opinions and agreeing/disagreeing are in bold.

1. **In my opinion**, we need to reduce our travel expenses.
 - **Agreeing**: e. You're right. We spent nearly \$400 on taxis last month.
 - **Disagreeing**: h. I'm not sure that's a good idea. Travel is expensive, but we need to visit our customers.
2. **Personally, I don't think** that Takashi would make a good manager.
 - **Agreeing**: a. I don't think so, either.
 - **Disagreeing**: i. You may be right, but he has the most experience.
3. **In my experience**, Bell Shipping has been a good choice.
 - **Agreeing**: d. That's true. They always deliver on time.
 - **Disagreeing**: c. Yes, that's true, but their new export prices are too high.
4. **I'd say** that the Cedar Hotel is a good choice.
 - **Agreeing**: f. I couldn't agree more. The rooms are big and it has a great restaurant.
 - **Disagreeing**: j. I'm sorry to disagree with you, but it's just too far from the office.
5. **I believe** it was a mistake to close the Brazil office.
 - **Agreeing**: g. Yes, I agree. I really don't understand why they closed it.
 - **Disagreeing**: b. I'm afraid I have to disagree. We can't afford three offices in South America.