

Name:

Datum:

Unit 2: Foundation, exercise 2B

2 Getting the message across

- B 6))) Listen again and complete the sentences with phrases from the list. Keep your answers. You can use them when you do exercise 3.

a real waste of time • face-to-face meeting • quick decision • share information • structured •
you get so many of them

- 1 If the other person isn't around, you can't have a face to face meeting.
- 2 Good options for making a quick decision are using the telephone for a phone call or a message.
- 3 One of the things people really dislike about emails is that you get so many of them.
- 4 An intranet is structured so it's easy to find the information you're looking for.
- 5 The advantage of using the cloud is that the company can share selected information with clients.
- 6 When they're full of writing, slides are a real waste of time.

A)
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Janek 2,
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