

Video:

1. What is a perfect winning pitch?
2. What do you need to know about your customers?
3. Should you talk or listen more? By how much?

Vocabulary:

1. When someone "brings something to the table", it means that he/she has something to offer .

has something to offer

has nothing to offer

buy everyone lunch

2. HP is one of Dell's main competitors .

computers

competitors

controllers

3. It's pretty hard to compete against big, established companies.

compete

complete

competition

4. James changed jobs last year.

changed his jobs

changed jobs

made a change in jobs

5. It's not good to dedicate yourself entirely to your career.

denigrate

detonate

dedicate

6. Bill, I need your input on this. What do you think of this design?

intake

install

input

7. I thought you did a really good job at the conference.

did a really good job

really did a job

did really a good job

8. P1: We've got a meeting in 10 minutes. Do I have to attend? P2: Yes, you do.

atone

attend

attain

9. I'd like you to do a little presentation on investment strategies.

present

presenting

presentation

10. He's away from his desk at the moment, but he'll be back in an hour.

from his desk

from a desk

from the desk

11. Let's have lunch on Thursday. = Let's do lunch on Thursday.

do lunch

lunch

eat lunch

12. Generally speaking, a good manager ensures a smooth production process.

ensures

makes sure

is sure

13. Good time management skills are critical (= very important) to maintaining a smooth workflow.

critique

criticized

critical

14. I was too busy with my other tasks to finish the report.

very busy

too busy

excessively busy

15. I'd like to have that by end of day Friday.

end of the day

ending

end of day/ the end of

16. I'm happy to inform you that we've reached another milestone (= significant completion point) with the successful completion of user testing.

milestone

mile

marker

17. After you visualize and plan a project, you have to implement it.

implement

imply

implode

18. In the modern business world, "assigning multiple resources to a single activity" means:

spending lots of money to do a task

getting one person to do a task

getting two or more people to do a task

19. We need someone who knows how to use offline advertising to drive (= increase) online sales.

gain

drive

get

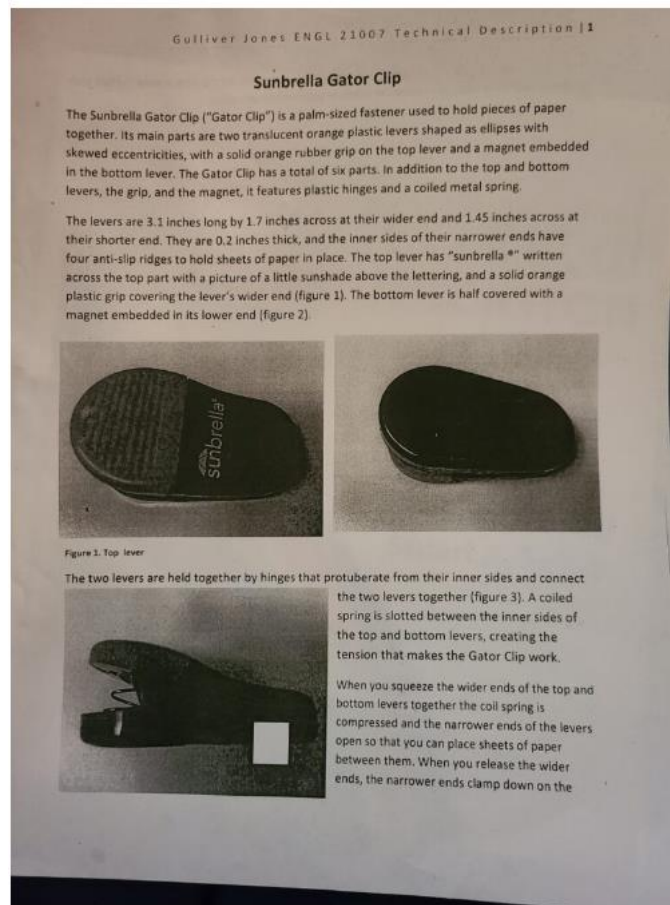
20. These issues could jeopardize (= endanger) the completion of this project.

jeopardy

jeopardize

danger

Technical Description:



Executive summaries:

<https://content.bridgepointeducation.com/curriculum/file/a0a05eaf-474d-49a1-a4c2-ca9a9191f11c/1/Sample%20Executive%20Summary.pdf>

Business proposals:

1. What is the main purpose of an internal business proposal?
2. What are the four parts? Explain them in detail.

## Business Proposal Template [Short]

<b>Problem Summary</b>	
<b>Proposed Solution</b>	
Product/Service Feature	Benefit to the Client
1.	1.
2.	2.
3.	3.
<b>Pricing Information</b>	
<b>Proposed Schedule</b>	
Project Activity	Date of Completion
1.	1.
2.	2.
3.	3.
4.	4.
<b>Conclusion</b>	
<b>Terms &amp; Conditions</b>	
<b>Signature:</b> _____	<b>Date:</b> _____