

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 nothing to offer  
buy everyone lunch
2. HP is one of Dell's main \_\_\_\_\_.  
computers  
competitors  
controllers
3. It's pretty hard to \_\_\_\_\_ against big, established companies.  
compete  
complete  
competition
4. James \_\_\_\_\_ last year.  
changed his jobs  
changed jobs  
made a change in jobs
5. It's not good to \_\_\_\_\_ yourself entirely to your career.  
denigrate  
detonate  
dedicate
6. Bill, I need your \_\_\_\_\_ on this. What do you think of this design?  
intake  
install  
input
7. I thought you \_\_\_\_\_ 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 \_\_\_\_\_? P2: Yes, you do.

atone

attend

attain

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

present

presenting

presentation

10. He's away \_\_\_\_\_ 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 \_\_\_\_\_ on Thursday.

do lunch

lunch

eat lunch

12. Generally speaking, a good manager \_\_\_\_\_ a smooth production process.

ensures

makes sure

is sure

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

critique

criticized

critical

14. I was \_\_\_\_\_ with my other tasks to finish the report.

very busy

too busy

excessively busy

15. I'd like to have that by \_\_\_\_\_ Friday.

end of the day

ending

end of day/ the end of

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

milestone

mile

marker

17. After you visualize and plan a project, you have to \_\_\_\_\_ 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 \_\_\_\_\_ ( = increase) online sales.

gain

drive

get

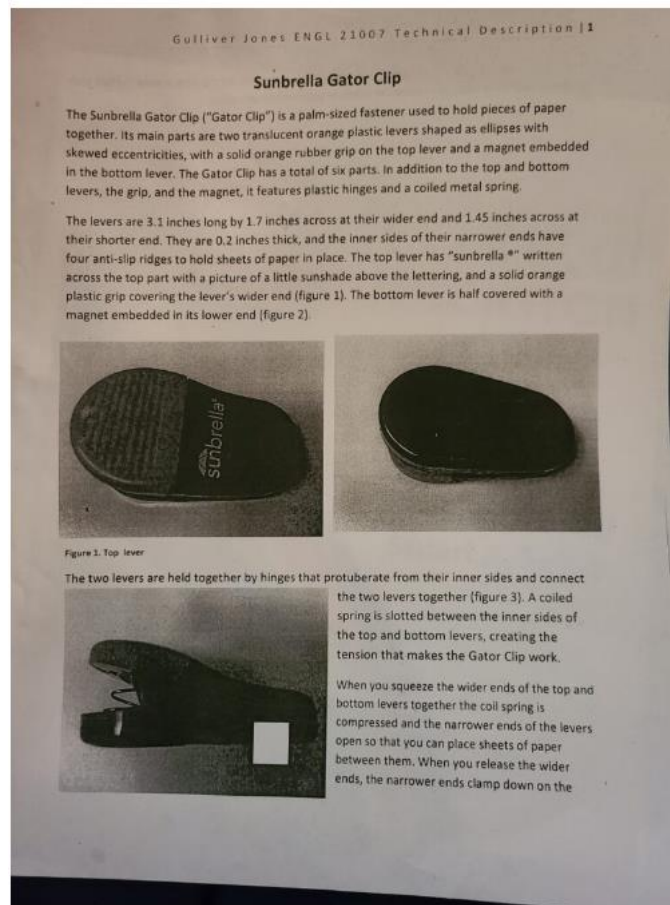
20. These issues could \_\_\_\_\_ ( = endanger) the completion of this project.

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> _____