**3. Make the following sentences complete by translating the words and phrases in brackets.**

1. It is good practice for companies to make a proper (отчет) to shareholders. 2. An important aspect of managing a (выпуск нового товара) is tracking early sales. 3. Each (пункт повестки дня) should begin with an action word (verb): discuss, decide, select, review, finish, etc. These (пункты) should frame the expectations of attendees. 4. We require (оплата) advance for all goods purchased. 5. Conducting a (прогноз сбыта товара) will provide your business with an evaluation of past and current sales levels and annual growth. 6. Before signing any (договор аренды), read it carefully. 7. Any person who attends a meeting may be asked to (вести протокол). 8. The (отдел бухгалтерии) in a company deals with money paid, received, borrowed, or owed. 9. Salaries are low (относительно) the cost of living. 10. The (срок поставки) under the purchase contract has already expired.

**ANSWER:** 1. It is good practice for companies to make a proper **report** to shareholders. 2. An important aspect of managing a **product launch** is tracking early sales. 3. Each **an item on the agenda** should begin with an action word (verb): discuss, decide, select, review, finish, etc. These items should frame the expectations of attendees. 4. We require **payment** advance for all goods purchased. 5. Conducting a **sales forecast** will provide your business with an evaluation of past and current sales levels and annual growth. 6. Before signing any **lease contract**, read it carefully. 7. Any person who attends a meeting may be asked to **keep the minutes**. 8. The **accounting department** in a company deals with money paid, received, borrowed, or owed. 9. Salaries are low **in relation to** the cost of living. 10. The **delivery time** under the purchase contract has already expired.

**10. Complete the sentences choosing the best variant corresponding to the contents of the text.**

1) A business plan includes…

a) assets and liabilities.

b) marketing campaign results.

c) internal operations of the business.

2) An annual report covers …

a) a lot of risks associated with running the business.

b) sales forecasts.

c) expenses and budgets.

3) A business report is usually written for…

a) seeking funding.

b) predictions for a new financial year.

c) a new product launch.

4) The meeting minutes are important for…

a) those who were not present at the meeting.

b) internal operations of the business.

c) adding products to a new production line.

5) A contract stipulating the rights of landowners and tenants is…

a) an employment contract.

b) a rental contract.

c) a service contract.

**11. Underline or mark the main ideas of the text and retell it in English.**

The term business documents сovers various documents, reports and statements written by company executives and managers to improve operations, inform clients of purchases and share budgets with investors and shareholders. A business plan is the first document a business owner writes prior to starting the business and offering services. A business plan document includes a description of the business, a list of services and products to be offered and a chart of the current management and departmental structures.

Annual reports are financial documents written by the accounting or financial department of a business once per year. This type of business document is written for investors and includes details of revenues and expenses, plus the total assets and liabilities of the company.

Business reports are written reports that share information or data, often in relation to research for a project, marketing campaign or new product launch. These types of reports include an introduction, a presentation of the data and research found, a list of suggestions of how the company can use the research or data for the project or marketing campaign in question and a conclusion that discusses the next steps.

Meeting minutes are business documents written after a meeting takes place within a company. The meeting minutes document outlines who was present at the meeting, what topics were discussed, what conclusions were drawn and what is on the agenda for upcoming events or business projects.

A business contract is an important part of conducting business. It describes the job duties in detail, delivery time, payment terms, and legal terms of conducting business between the client and you.

An employment contract is a legal document which stipulates the terms of employment between an employee and an employer. It covers such topics as the starting date of employment, name of the employer and employee, address of employment, salary, expenses, time off work, hours worked each week, terms of employment, pension details, deductions and notice for the termination of the contract.

Confidentiality agreements are those contracts entered into by two or more parties where some or all the concerned parties agree that certain information that passes between them or which has been created by one of the parties shall remain confidential.

Land/lease/rental contracts are between business owners and landowners over usage of a building or parcel of land for business purposes. Rental contracts identify the rights and requirements of tenants and landlords.

A service agreement ensures that both parties receive what they expect. The client receives the work he or she has hired you for, and you receive payment for your services.

Bus. Meet.

**5. Replace the underlined words with the words below.**

|  |
| --- |
| a) take the floor b) resolve c) amount d) run e) estimate  f) charge of g) cast h) take the count of i) motion j) call |

1. Did they decide to bring up that matter at the next meeting? 2. We had to calculate the votes twice. 3. It is impossible to evaluate these results without knowing more about the research methods employed. 4. The chairperson was the first to speak. 5. She decided to take responsibility for the family business. 6. They have put up for a vote the suggestion about the company’s day-to-day activities. 7. Using fliers is a time-tested way to announce an organizational meeting. 8. A majority of the staff decided to give their votes to accept that offer. 9. Banks may not be prepared to open an account if the sum involved is too small. 10. Our company is going to hold a meeting to talk about future projects.

Answer: 1. Did they **resolve** to bring up that matter at the next meeting? 2. We had to **take the count of** the votes twice. 3. It is impossible to **estimate** these results without knowing more about the research methods employed. 4. The chairperson was the first to **take the floor**. 5. She decided to take **charge of** the family business. 6. They have put up for a vote the **motion** about the company’s day-to-day activities. 7. Using fliers is a time-tested way to **call** an organizational meeting. 8. A majority of the staff decided to **cast** their votes to accept that offer. 9. Banks may not be prepared to open an account if the **amount** involved is too small. 10. Our company is going to **run** a meeting to talk about future projects.

**9. Find in the text some key expressions to speak about holding a business meeting. Retell the text.**

A successful meeting has no surprises. Setting goals and time limits, keeping to the agenda, and knowing how to refocus are the key components of an effective meeting. Some meetings are announced by email, and others are posted on bulletin boards. The date, location, time, length, and purpose of the meeting should be included.

In order to keep the meeting on task and within the set amount of time, it is important to have an agenda. The agenda should indicate the order of items and an estimated amount of time for each item. The person in charge of calling and holding a meeting may decide to allocate certain roles to other staff members. Someone may be called upon to take the minutes, someone may be asked to do roll call, and someone may be asked to speak on a certain subject. This should be done either in person, or in an email.

Whether you are holding the meeting or attending the meeting, it is polite to make small talk while you wait for the meeting to start. Once everyone has arrived, the chairperson, or whoever is in charge of the meeting should formally welcome everyone to the meeting and thank the attendees for coming. Some people who hold meetings prefer to pass around copies of the agenda, and others will post a large copy on a wall, or use an overhead projector. No matter which format is used, attendees should be able to follow the agenda as the meeting progresses.

One of the most difficult things about holding an effective meeting is staying within the time limits. A good agenda will outline how long each item should take. When issues cannot be resolved or decisions cannot be easily made, they are often put to a vote. Most votes occur during meetings. When a motion is voted and agreed upon, it is carried. When it is voted and disagreed upon, it is failed. Most often votes are put to a majority. If there is a tie vote, the chairperson will often cast the deciding vote.

The end of the meeting is the time to thank anyone who has not been thanked at the beginning of the meeting, or anyone who deserves a second thank you.