

PART 1. Business English Expressions

1. KEEP (someone) IN THE LOOP- keep (someone) updated about the developments in a project, situation or meeting.

Example: **Keep** your boss **in the loop** of the new software you're developing.

I'm quite busy today, please **keep** me **in the loop** of our meeting.

PART 2. Talking with Confidence!



Classified Ads

Exercise 1

Vocabulary

1. classified

Adjective

'klæsɪfaɪd

arranged in classes or categories

Craigslist is a popular **classified** advertisements website.

2. overlook

Verb

ˌoʊvərˈlʊk

to fail to see or notice something

It's easy to **overlook** some minor details when working on a big project.

3. **qualification**

Noun

ˌkwɑːləfəˈkeɪʃən

an official record showing that one has completed a course of study

It takes years to get the **qualifications** to become a judge.

4. **landline**

Noun

ˈlændlaɪn

a telephone which is connected to the public network with cables; as opposed to cellphones which operate on mobile networks

Landlines are slowly disappearing from American homes.

5. **fit**

Verb

fit

to be the right shape, size or number for a person or thing

The red dress **fits** me perfectly.

6. **flyer**

Noun

flyer

a sheet of paper that advertises a product or an event and is given to many people

We need to hand out these **flyers** for the concert next week.

Exercise 2

Dialogue Practice

Read the dialogue aloud with your partner.

K is reading the newspaper.



Emma

What's in the news, K?



K

Don't ask me, I'm looking at the **classified** ads.



Emma

What are you looking for? Have you tried Craigslist?



K

I need a job. I've looked online already, I just don't want to overlook an opportunity.



Emma

All your qualifications are in software development. Do you really want to work for someone so old fashioned that they don't advertise online?



K

If the job fits my talents, and the money's good, you bet! I even brought home some flyers. Look at this one, there's no email address.



Emma

Just a landline. Maybe you can fax them your résumé?



K

I don't think they're high-tech enough for that.



Does it list an address? If they are old fashioned maybe they would appreciate it if you applied for the job in person.

Emma



K

That's not a bad idea. I'll call and set up an appointment.

Check your understanding:

1. What was K looking for in the classified ads?
2. In what subject does K have qualifications?
3. What did Emma advise K to do?

Exercise 3

Role Play

Role-play the following situation with your partner. Use the new vocabulary.

Situation

You are looking for a job. You found a position that might suit you. Make a call to the company and ask about the nature of the job, the position, and the required qualifications. Your partner will play the role of the job recruiter and will receive your call.

Emma- classified, overlook, fit, flyer

K- qualification, landline