

## INTRODUCTION | Track 1

**David Ingram:** Welcome to Business Spotlight Audio 3/2020. I'm David Ingram from England.

**Erin Perry:** And I'm Erin Perry from the United States. We're glad you could join us! In this recording, you can listen to articles and interviews from the world of business English. We also offer lots of exercises to help you to improve your language and communication skills.

**David Ingram:** This time, we have a special focus on the 20 key business skills that you will need for the 2020s.

**Erin Perry:** We'll also be discussing the sensitive topic of body hygiene at work. And we're heading to London for the sixth and final part of our special short story, "The Impressions".

**David Ingram:** As always, you can find all the texts, dialogues and exercises in your audio booklet. OK, let's get started!

## NAMES & NEWS

### Introduction (1) | Track 2

**Erin Perry:** We'll begin with our Names & News section and a story from the United States about how psychedelic drugs can help to improve your performance at work.

**David Ingram:** Seriously, Erin? Let me guess, this is a story from California, right?

**Erin Perry:** Well, it is, actually, David...

**David Ingram:** I knew it.

**Erin Perry:** But it's a serious story, and it involves taking a hike in the woods and just a microdose of psychedelic drugs — a combination known as "hike-rodosing".

**David Ingram:** Unbelievable!

**Erin Perry:** Well, you better believe it, because this is a real thing. Let's listen now and find out more.

### Hike-rodosing | Track 3 **ADVANCED**

Feeling uninspired at work? Take a walk in the woods. Better yet, invite Paul Austin to join you. Austin is a psychedelics coach: He teaches people how to use psychedelic drugs to level up in their careers.

Long associated with the hippie movement of the 1960s, psychedelic drugs such as LSD and "magic mushrooms" have been making a comeback in the workplace. The trend is called "microdosing" — taking tiny doses of a drug in an effort to boost creativity and performance.

Austin leads his clients, who have already taken a microdose of their drug of choice, on meandering walks in the woods near Silicon Valley,

#### boost sth.

► etw. steigern

#### level up in sth.

► bei/in etw. aufsteigen,  
ein höheres Niveau erreichen

#### meandering walk

► etwa: zielloser Spaziergang  
(meander ► sich schlängeln)

#### mushroom ► Pilz

psychedelics ► Psychedelika

California. He calls it “hike-rodosing.” During the walk, the conversation sounds much like an ordinary coaching session, but, as Austin told the BBC, he believes the psychedelics enhance the process. “Why are we doing what we’re doing? Why does the work that we’re doing matter to us? I think psychedelics are really helping people with that process more than anything.”

Paul Austin would be happy to guide your inspirational walk in the woods. You need only commit to at least three months of coaching at \$1,000–\$2,000 (about €900–€1,800) a month. And swallow a dash of magic mushrooms, of course.

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## Introduction (II) | Track 4

**David Ingram:** Our next story features a woman who has taken on a powerful position in the world of finance.

**Erin Perry:** Oh, I know who you mean. The woman who has taken over from Mario Draghi as the head of the European Central Bank. Oh, what’s her name?

**David Ingram:** Well, you’re close, Erin, as there is a connection to the ECB. But, sorry, that’s not the person we’re talking about. So, I’m afraid you’re, um, totally wrong.

**Erin Perry:** Charming!

**David Ingram:** As always! No, the person in question is Kristalina Georgieva from Bulgaria, the

new head of the IMF. And as you listen to our story, try to answer this question: whom did Kristalina Georgieva succeed as managing director of the International Monetary Fund in September 2019? Ready? Listen now.

## Humanitarian at the helm | Track 5 MEDIUM

She was the only nominee for the job. And at 66, she was too old. But the International Monetary Fund (IMF) waived its age limit of 65 to allow Kristalina Georgieva to become its new managing director in September 2019.

Georgieva studied political economy in Bulgaria. She then travelled to the UK, where she studied at the London School of Economics. She later held important positions in the World Bank and the European Commission. In 2010, she was recognized as “European of the Year” and “EU Commissioner of the Year” for her handling of humanitarian disasters in Haiti and Pakistan.

**at the helm** ➔ an der Spitze

**commit to sth.**

➔ für etw. (verbindlich) zusagen

**dash** ➔ Schuss, Prise; hier: sehr geringe Menge

**enhance sth.**

➔ etw. verbessern, fördern

**hike-rodosing**

➔ etwa: Wandern unter leichtem Drogeneinfluss

**International Monetary Fund (IMF)**

➔ Internationaler Währungsfonds (IWF)

**managing director**

➔ geschäftsführende(r) Direktor(in)

**nominee** ➔ Kandidat(in)

**waive sth.**

➔ auf etw. verzichten, etw. außer Acht lassen

In a statement, Georgieva said the IMF would have to “deal with issues like inequalities, climate risks and rapid technological change” in order to improve people’s lives. Georgieva took over the job from another powerful international figure — Christine Lagarde, who left the IMF to become the head of the European Central Bank (ECB).

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**David Ingram:** OK? Did you get the answer to our question? Whom did Kristalina Georgieva succeed as managing director of the International Monetary Fund in September 2019?

- ▶ The answer is Christine Lagarde, the woman Erin was thinking about earlier. Listen again.
- “Georgieva took over the job from another powerful international figure — Christine Lagarde, who left the IMF to become the head of the European Central Bank (ECB).”

**David Ingram:** If you didn’t get the answer the first time, go back and listen to the text again.

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## BUSINESS SKILLS

### Ken Taylor on essential business competencies Introduction | Track 6

**Erin Perry:** David, quick question.

**David Ingram:** Bring it on, Erin.

**Erin Perry:** OK, what would you say will be the most important skills that people need at work in the 2020s?

**David Ingram:** Hmm, let me think. Good language skills, communication skills, intercultural skills... how am I doing?

**Erin Perry:** Very well, David. Those are indeed three of the five skill sets that Bob Dignen focuses on in his latest Business Skills article.

**David Ingram:** OK, and what are the other two?

**Erin Perry:** Soft skills and leadership skills.

**David Ingram:** Makes sense.

**Erin Perry:** Quite. And here’s our communication skills expert, Ken Taylor, with some tips and exercises relating to Bob’s article.

### Exercise: Vocabulary | Track 7 MEDIUM

**Ken Taylor:** Hello. This is Ken Taylor from London. In his latest Business Skills article, Bob Dignen looks at five skill sets that will help you prepare yourself for the international world of work in the 2020s. In our first exercise, we’ll look at some of the language Bob uses in his article. First, you will hear a sentence taken or adapted from the article. I’ll then repeat a key word or phrase from that sentence. You will then hear two explanations, **a)** and **b)**. In the pause, choose the explanation that means the same as the word or phrase I repeated. You will

then hear the correct answer. After that, you will hear the whole sentence again with a pause for you to repeat it. OK? Ready?

1. Continuous reorganization is the new mantra.

■ **The new mantra.** What does this mean?

a) The latest word or phrase that is often repeated.

b) The latest word or phrase about hope for the future.

► a) is correct. "The new mantra" is the latest word or phrase that is often repeated. Listen and repeat.

■ Continuous reorganization is the new mantra. ►

2. Enable dialogue to happen in digestible chunks.

■ **Digestible chunks.** What are these?

a) Small pieces of information that are easy to say.

b) Small pieces of information that are easily understood.

► b) is correct. "Digestible chunks" are small pieces of information that are easily understood. Listen and repeat.

■ Enable dialogue to happen in digestible chunks. ►

3. Effective influencing skills are the Holy Grail of soft skills for many people.

■ **The Holy Grail.** What does this mean?

a) Something that you very much want to have.

b) Something that is impossible to do.

► a) is correct. In this context, "the Holy Grail" means "something you want very much to have". Listen and repeat.

■ Effective influencing skills are the Holy Grail of soft skills for many people. ►

4. Business is a people business.

■ **A people business.** What does this mean?

a) A business based on relationships.

b) A business based on products for everyone.

► a) is correct. "A people business" is a business based on relationships. Listen and repeat.

■ Business is a people business. ►

5. Use "why"-questions to discover the other person's underlying interests.

■ **Underlying interests.** What are these?

a) Someone's real interests that are not immediately clear.

chunk ► Brocken

digestible ► verdaulich;

hier: gut zu bewältigen

Holy Grail ► Heiliger Gral

soft skills

► Sozialkompetenz

underlying

► tiefer(liegend)

- b) Someone's real interests that are not accepted by others.
- a) is correct. "Underlying interests" are real interests that are not immediately clear. Listen and repeat.
  - Use "why"-questions to discover the other person's underlying interests. ➤
6. Corporate programmes on these topics have exploded in recent years.
- **Have exploded.** What does this mean?
    - a) Have gone badly wrong.
    - b) Have increased very quickly.
    - b) is correct. In this context, "have exploded" means "have increased very quickly". Listen and repeat.
  - Corporate programmes on these topics have exploded in recent years. ➤
7. The challenge is how to prioritize time for this foundation activity.
- **Foundation activity.** What does this mean?
    - a) A basic activity that you need to do first.
    - b) An optional activity that would be good to do if you had the time.
    - a) is correct. "A foundation activity" is a basic activity that you need to do first. Listen and repeat.
  - The challenge is how to prioritize time for this foundation activity. ➤

8. Coaching focuses on unleashing the talent within an organization.
- **Unleashing the talent.** What does this mean?
    - a) Increasing people's natural ability.
    - b) Releasing people's natural ability.
    - b) is correct. "Unleashing the talent" means "releasing people's natural ability". Listen and repeat.
  - Coaching focuses on unleashing the talent within an organization. ➤

**Ken Taylor:** Well done. If you want to practise more of the words and phrases that Bob Dignen uses in his latest Business Skills article, you can find several exercises in *Business Spotlight Plus*.

### Exercise: Strategies | Track 8 MEDIUM

**Ken Taylor:** Now, let's look at the five key skill sets that Bob describes in the article. We'll take each skill set in turn. You will hear one or two statements about the skill set. In the pause, you decide whether you agree or disagree with the statements. Then I will tell you Bob's opinion, based on his article. Good. We'll begin.

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**corporate**

➤ Unternehmens-

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**foundation activity**

➤ hier: Basisarbeit

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**topic** ➤ Thema

---

**unleash sth.**

➤ etw. freisetzen

1. The first skill set is language skills. Do you agree with this statement?
- Speaking grammatically accurate sentences is the key to good international communication.
  - Bob disagrees. For him, the key is learning the relevant vocabulary for the role you have.

OK, here's a second statement about language skills. Do you agree with it?

- Interrupting someone is not necessarily impolite.
- Bob agrees. He says that you should develop the ability to stop others talking with inclusive, positive phrases such as: "That's a good point. Can I just add something?"

2. OK, let's move on to the second skill set in Bob's article — professional communication excellence. Do you agree with this statement?

- We should focus much more on our personal objectives at work.
- Bob disagrees. He thinks that we often over-focus on our own objectives and forget to think about collective benefits — what others can gain from a situation.

3. OK, the third skill set in Bob's article is intercultural competence. Do you agree with this statement?

- Understanding national cultures can explain most of the challenges of international working life.
- Bob disagrees. He suggests that this can lead to over-generalized and inaccurate analyses that provide few solutions for dealing with individuals.

Now, here's another statement about intercultural competence. Do you agree with it?

- International teams need to create their own team culture so that they can perform in the most effective way.
- Bob agrees. He says that having an agreed set of values and behaviours, teams can perform better.

4. Right, let's move on to the fourth skill set in Bob's article — soft skills. Do you agree with this statement?

- Self-awareness is the basis for working successfully with others.
- Bob agrees. Self-awareness helps you find personal fulfilment in connection with others.

OK, here's a second statement about soft skills. Do you agree with it?

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**objective**

➤ Ziel(vorstellung)

**point** ➤ hier: Argument

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**skill set** ➤ Fähigkeit(en);

hier: Kategorie von Fähigkeiten

**soft skills** ➤ Sozialkompetenz

- Influencing is about having powerful arguments that convince people.
  - ▶ Bob disagrees. He says that influencing is more about listening to others, empathizing with them and creating the feeling that we are there to enable others to perform better and not to manipulate them.
5. Right, let's look at the fifth skill set — international leadership capability. Do you agree with this statement?
- Whatever your position in the organization, you should take responsibility for leadership.
  - ▶ Bob agrees. He says that it is important to share leadership responsibilities. Otherwise, we simply accept an authoritarian work environment rather than a participatory one.

**Ken Taylor:** How was that? Did you agree with Bob Dignen's views? To find out more about the reasons for his answers, read his article in the latest issue of *Business Spotlight*.

### Exercise: Free speaking | Track 9 **ADVANCED**

**Ken Taylor:** OK, let's now go on to do a free-speaking exercise. I'll ask you a question about the topic of key business competences. In the pause, answer in full sentences based on your own experience. Ready? Let's start.

- What do you see as your strengths and weaknesses when using English in your work? ▶
- Have you had the opportunity to work closely with native speakers of English? If so, what was your experience like? ▶
- What is your experience of the way meetings are run at work? How could they be improved? ▶
- What do you understand by a "win-win" approach to negotiations? ▶
- Have you ever worked in a multicultural team? If so, was the experience positive or negative? Explain why. If you haven't worked in such a team, what do you think could be the difficulties you might face? ▶
- What would you regard as unacceptable behaviour from a team member? Give your reasons. ▶
- How good a listener do you think you are? What are the key skills you need to be a good listener? ▶

**approach to negotiations**

▶ Verhandlungsmethode

**environment**

▶ hier: Umfeld

- How do you prefer to receive feedback on your performance? Give your reasons. ➤
- Who was the best leader you have worked for? Give reasons for your answer. ➤
- Do you feel that you participate enough in the decision-making at work? How could your participation be improved? ➤

**Ken Taylor:** Well done. Go back and try that free-speaking exercise a few times, until you can answer those questions fluently. And good luck with developing the key competences that you will need when working internationally.

*Business Spotlight 3/2020, pp. 38–44*

## PERSONAL TRAINER

### Gaining acceptance

#### Introduction | Track 10

**David Ingram:** We'll stay with Ken Taylor now and move on to the Personal Trainer section in *Business Spotlight*.

**Erin Perry:** Yes, this is the section in which Ken has a discussion with somebody from the business world about the challenges of using English at work. Here's Ken to tell us more about his latest interview partner.

#### Interview: Ken Taylor | Track 11 EASY

**Erin Perry:** Welcome, Ken. Tell us, who was your guest this time?

**Ken Taylor:** Kristin Dunn. Kristin is a freelance English teacher who is based in Heidelberg. She's previously lived in Australia and later in Colombia, where she started teaching English as a foreign language.

**Perry:** And which topics did you discuss with Kristin?

**Taylor:** We discussed the pros and cons of being a German teacher of English compared to being a native-speaker teacher. We also talked about how to create the right learning atmosphere in a classroom — and how to deal with sexist remarks or behaviour.

**Perry:** What were some of the key points that came out of your discussion?

**Taylor:** We discussed the necessity for creating a secure environment for the learner; the advantages of having a teacher who fully understands the students' linguistic challenges, and one or two tips about dealing with sexist individuals

based: be ~ in ...

➤ in ... leben

challenge

➤ Schwierigkeit

environment

➤ hier: Umfeld

freelance

➤ freiberuflich

previously ➤ zuvor

pros and cons

➤ Vor- und Nachteile

topic ➤ Thema



in the classroom. Anyway, you can read the full interview in the latest issue of Business Spotlight.

**Perry:** What can listeners do if they would like to ask you questions related to their work?

**Taylor:** All they need do is write to us, and the email address is: [business.trainer@spotlight-verlag.de](mailto:business.trainer@spotlight-verlag.de)

**Perry:** Thank you very much, Ken.

**Taylor:** Thank you.

*Business Spotlight 3/2020, pp. 46-47*

## SKILL UP!

### The language of digital marketing

#### Introduction | Track 12

**David Ingram:** Let's "skill up" now on our language, with some terms relating to digital marketing.

**Erin Perry:** You mean all those emails we get bombarded with that try to make us buy things.

**David Ingram:** Well, yes, email marketing is indeed a part of digital marketing, which is the topic of our latest Skill Up! booklet in Business Spotlight. But digital marketing involves a lot more than that, and it's an increasingly important way for organizations to be in contact with existing or potential customers.

**Erin Perry:** True, I guess. So, let's move on now to an exercise on this topic.

### Exercise: Idioms for digital marketing | Track 13

#### MEDIUM

**Erin Perry:** In this exercise, we'd like you to form an idiom or phrase. First, you'll hear a description of a situation and then two suggestions, a) and b). In the pause, choose the correct suggestion to form the idiom or phrase. Then you'll hear the correct answer. OK? Here's the first one.

- If you try something to find out people's opinion of an idea or plan for something new, do you...
  - a) test the site?
  - b) test the waters?
  - b) is correct. If you "test the waters", you try something to see whether people will like it or not. Next one.
  
- If something is crucial for the success or failure of a plan or project, does it...
  - a) make or break it?
  - b) shake or break it?
  - a) is correct. If something will cause a plan or project to either succeed or fail, it will "make or break" it. Next one.
  
- If you update someone on something, do you bring them...

**crucial** ➤ entscheidend  
**issue** ➤ Ausgabe

**update sb. on sth.**  
 ➤ jmdn. in etw. auf den neuesten Stand bringen

- a) up to speed?  
 b) up running?  
 ➤ a) is correct. Providing someone with the latest information is to “bring them up to speed”. And the last one.

■ If you calculate and analyse lots of numbers, do you...

- a) count the numbers?  
 b) crunch the numbers?  
 ➤ b) is correct. “Crunch the numbers” means to “do calculations with all the relevant numbers”.

**Erin:** Well done! Did you get all those idioms right? If not, go back and practise them again.

*Skill Up!*, no. 62, pp. 18-19

## FALSE FRIENDS

### Exercise: Translation | Track 14 MEDIUM

**David Ingram:** Let’s continue “skilling up” on our vocabulary. Here, we’ll look at some false friends relating to the area of digital marketing. False friends are pairs of words that sound similar in German and English. But their meanings are very different, so they can cause confusion and misunderstandings.

Now, in this exercise, we’d like you to translate some German words and sentences into

English, being careful to avoid the false friends. Let’s begin.

**Erin Perry:** You use our first word for a product manufactured by a specific company. Please translate this word.

**German:** Marke

**English:** brand

**David Ingram:** “Mark” is wrong here. A “mark” is a dirty spot — for example made by food on a shirt — or a scratch on a surface of something, or a measurement of a pupil’s performance at school. Here, in the context of products, the German word Marke is “brand” in English. Translate this sentence, please.

**German:** Welches Unternehmen ist der Hersteller dieser Marke?

**English:** Which company is the manufacturer of this brand?

**Erin Perry:** Our next word refers to a means of informing people about a product. Translate this word, please.

**German:** Kanal

**English:** channel

**David Ingram:** Don’t say “canal”, as this is a long and usually straight passage that has been dug out and filled with water for boats and ships to travel through. Although “canal” is also translated

manufacture sth. ➤ etw. herstellen

ed as Kanal in German, in a marketing context, the English translation of Kanal is “channel”. Translate this sentence now.

**German:** Wir sollten uns für einen anderen Marketingkanal entscheiden.

**English:** We should decide on another marketing channel.

**Erin Perry:** Our next word means “at or in every place”. Please translate this word now.

**German:** überall

**English:** everywhere

**David Ingram:** You can’t say “overall”, as this means “general” or “in total”. The German word überall is translated as “everywhere” in English. Please translate this sentence.

**German:** Ich fürchte, ich habe die Daten überall gelöscht.

**English:** I’m afraid I deleted the data everywhere.

**Erin Perry:** Our last word refers to people who watch a performance or listen to someone talking. Translate this word, please.

**German:** Publikum

**English:** audience

**David Ingram:** “Public” is wrong. This is an adjective or noun that is used to mean the people in a society. The English translation of the German word Publikum is “audience”. Please translate this sentence now.

**German:** Das Publikum hörte ihrer Präsentation aufmerksam zu.

**English:** The audience listened to her presentation attentively.

**Erin Perry:** Well done. If you found these translation exercises difficult, go back and try them again.

Skill Up!, no. 62, pp. 14-15

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## EASY ENGLISH

### Ken Taylor on pitching your proposal

#### Introduction | Track 15

**Erin Perry:** David, I’ve got this great idea I’d like to run past you.

**David Ingram:** Sure, but can I just quickly tell you what happened yesterday...?

**Erin Perry:** Er, I’d really like to get your comments on this business proposal of mine...

**David Ingram:** Yeah, of course, but this is really an amazing story. We went to the...

**Erin Perry:** David, David. Stop! This is exactly the problem that many people have at work — getting the attention of their colleagues so that they can present their ideas.

**David Ingram:** Oh, sorry, Erin. I was just getting carried away.

**Erin Perry:** No problem. Anyway, I’ll tell you about my idea when we’ve finished this record-

ing. First, our communication skills expert, Ken Taylor, is here again with some exercises and advice on how to pitch a proposal. And I'm going to be listening very carefully so that I can then present my business idea to you more effectively.

**David Ingram:** OK, I look forward to that. And now, let's listen to Ken.

### Exercise: Dialogue | Track 16 EASY

**Ken Taylor:** If you have a good idea at work, how can you make sure that your colleagues will take notice of any proposal you make? In his latest article in *Business Spotlight*, Mike Hogan gives you some tips on how to do this. Mike suggests that you should pitch your proposal in three stages. First, get agreement that a problem exists. Second, make your proposal simple enough to explain in just a few sentences. Third, have a clear call to action and describe the consequences of doing nothing or not agreeing to the proposal.

Now, listen to how Mary does this in a meeting with Jack. Mary works for a company selling cosmetics. She has a proposal to boost the sales of a new line of lip gloss. Listen to what she says and how she follows Mike's three stages.

**Mary:** We were hoping that the sales of our new lip gloss, Shimmer and Shine would be outperforming our competitors by now. The plan was

that we would be number one in the market by the end of the year. But that hasn't happened. We need to do something about the situation. Agreed?

**Jack:** We certainly do!

**Mary:** Well, so far, we have relied on traditional advertising in magazines and on displays at our retailers. If we really want to boost our sales, we have to move online using trusted influencers who know our customer base. The eye shadow team did this for their latest product launch — and it was highly successful. Karen, the eye shadow team leader, said that it was an excellent return on investment.

**Jack:** But it will take up a lot of our in-house resources to arrange and monitor everything if we use external influencers.

**Mary:** Hmm. I agree. But the alternative is either to do nothing or to put more resources into our traditional advertising approach. If we do nothing,

#### approach

- Vorgehensweise

#### boost sth.

- etw. ankurbeln, steigern

#### customer base

- Kundenstamm

#### display

- Auslage

#### eye shadow

- Lidschatten

#### in-house resources

- hier: interne Kapazitäten

#### monitor sth.

- etw. überwachen

#### outperform a competitor

- einen Konkurrenten/ eine Konkurrentin hinter sich lassen

#### product launch

- Produkteinführung

#### rely on sth.

- auf etw. setzen

#### retailer

- Einzelhändler(in)

#### return on investment

- Kapital-, Investitionsrendite

#### take up sth.

- etw. in Anspruch nehmen

ing, sales will stagnate. And if we pump more resources into traditional advertising, experience tells us that the return on our investment will be poor. Going online is the answer!

**Ken Taylor:** Mary followed Mike's three stages. She got agreement that there was a problem with the sales of Shimmer and Shine. She then made a clear proposal about going online and backed that up with the eye-shadow success story. Then she explained the consequences of doing nothing or putting more resources into traditional advertising.

OK, now it's your turn. Think of a proposal that you would like to make to change something for the better at work. Pause the track in a moment to prepare your three-stage pitch. First, explain the problem and get agreement that it exists. Then, explain your proposal in a few simple sentences. Finally, describe the consequences of doing nothing and call for action. OK. Pause the track now and prepare your pitch.

**Ken Taylor:** Are you ready? Let's take this one stage at a time.

1. Stage one: explain the problem and ask for agreement that it exists. ▶
2. OK, now stage two: explain your proposal in a few simple sentences. ▶

3. OK, now stage three: describe the consequences of doing nothing and have a clear call to action. ▶

**Ken Taylor:** OK, how did you get on? Were you able to pitch for your proposal? Go back and try that exercise a few times — preparing your pitch in writing first if you prefer — until you can make the perfect pitch. And try this three-stage approach in your next meeting at work.

### Exercise: Using “should be able to” | Track 17

#### EASY

**Ken Taylor:** In his article, Mike Hogan looks at the use of “should be able to” when you are making plans. “Should be able to” is used to talk about what we believe will be possible in the future. Let's practise this now. You will hear a suggestion for the future. In the pause, turn this into a statement using “should be able to” to show that you believe this will be possible. Then you will hear the correct response followed by a pause for you to repeat it. Ready?

- We recruit two new members of staff.
- ▶ We should be able to recruit two new members of staff. ▶

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poor ▶ hier: gering

recruit sb. ▶ jmdn. einstellen

- They complete the work by Friday.
- They should be able to complete the work by Friday. ➤
  
- He sends the report next Monday.
- He should be able to send the report next Monday. ➤
  
- You do this easily.
- You should be able to do this easily. ➤
  
- Mary comes next week.
- Mary should be able to come next week. ➤
  
- I meet them on the 30th.
- I should be able to meet them on the 30th. ➤
  
- Mike comes to next week's meeting.
- Mike should be able to come to next week's meeting. ➤
  
- Mark gives us the information.
- Mark should be able to give us the information. ➤

**Ken Taylor:** Good. How was that? The future is never certain. But when you believe that something will probably be the case, you can use the phrase “should be able to”. It shows that you are not 100 per cent certain that something will happen but that you think there is a strong pos-

sibility that it will. Good luck with your future plans!

*Business Spotlight 3/2020, pp. 54–55*

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## WORK & RELAX

### In the Zone: Body hygiene

#### Introduction | Track 18

**David Ingram:** OK, let's move on now to a topic that can be a rather delicate one in the workplace — body hygiene.

**Erin Perry:** Are you trying to tell me something, David?

**David Ingram:** No, no, Erin. Everything is absolutely fine with you. Don't take it personally. But it certainly can be a tricky issue to deal with at work. *Business Spotlight* editor Tenley van den Berg is here now to give us some tips.

**Erin Perry:** OK, but are you really sure you're not trying to tell me something? Oh, well, let's listen to Tenley.

#### Interview: Tenley van den Berg | Track 19 MEDIUM

**David Ingram:** Good morning, Tenley. Don't you smell nice!

**Tenley van den Berg:** Oh, thank you! I got this perfume from Owen at *Spotlight* magazine. In

their latest issue, they feature organic perfumes from Ireland. Perfume isn't my thing, to be honest, but I cycled to work today, and I was afraid I might be smelly. I don't want to put off my office-mate.

**Ingram:** Don't worry, the perfume is working. But you're right: it is off-putting when somebody has body odour at the office. Or bad breath. Ugh, that might be even worse.

**van den Berg:** Yes, there are many aspects of body hygiene that can affect our work lives. We explore this topic in our current issue's In the Zone section. You know, 56 per cent of employees say that poor personal hygiene and grooming of their colleagues affects their concentration level at work.

**Ingram:** That's a lot of lost concentration!

**van den Berg:** It is. The issue of workplace hygiene goes beyond the yuckiness of unkempt hair and chewed fingernails — it's about money lost to distraction and illness. Each year, British businesses lose close to £1.5 billion, or €1.8 billion, because of poor workplace hygiene. The lack of hand-washing is a big part of the problem. Listen to this — and this is gross — a study in the UK found out that only 60 per cent of women and 38 per cent of men wash their hands after using the toilet!

**Ingram:** That is gross. Shouldn't managers do something about it?

**van den Berg:** They can remind their employees regularly about the importance of good hygiene. They can also make sure that workstations and kitchens are clean, and provide sanitizer dispensers and free tissues, for example.

**Ingram:** Would that really help? I mean, what if people don't use the items the workplace provides or wash their hands?

**van den Berg:** Well, a hygiene services company called Initial has developed a sensor that companies can put in their washrooms. It collects

**affect sth.** ▶ etw. beeinflussen, beeinträchtigen

**billion** ▶ Milliarde(n)

**body odour**

▶ Körpergeruch

**chewed** ▶ (ab)gekaut

**distraction** ▶ Ablenkung

**feature sth.**

▶ etw. zeigen; hier: vorstellen

**grooming** ▶ Körperpflege

**gross** *ifml.*

▶ ekelhaft, widerlich

**issue**

▶ Ausgabe; auch: Problem

**item** ▶ Artikel

**office-mate**

▶ Bürokollege/-kollegin

**organic**

▶ biologisch hergestellt

**put sb. off**

▶ jmdn. abschrecken

**sanitizer dispenser**

▶ Handdesinfektions(mittel)spender

**smelly: be** -

▶ schlecht riechen

**tissue**

▶ Papier(taschen)tuch

**topic** ▶ Thema

**ugh** ▶ hier: igitt

**unkempt**

▶ ungekämmt, zerzaust

**washroom** US

▶ Toilette

**workstation**

▶ Arbeitsplatz

**yuckiness** *ifml.*

▶ Ekelhaftigkeit

anonymous data about the employee's hand-washing rates.

**Ingram:** That's a bit creepy, but probably effective.

**van den Berg:** It is creepy, but unfortunately, it seems such measures are necessary to keep germs from spreading through the office.

**Ingram:** It's been great talking to you about this important, if awkward, topic, Tenley. I'll see you again next time.

**van den Berg:** Thanks a lot, David. It has been a pleasure, as usual.

*Business Spotlight 3/2020, pp. 78–79*

## LANGUAGE TEST

### Business visitors

#### Introduction | Track 20

**Erin Perry:** David, you know Cathy and John, our former neighbours who moved to Marseilles last year?

**David Ingram:** Sure, lovely couple. Haven't seen them for ages.

**Erin Perry:** Well, they're here for a visit. Would you like to come over and join us for lunch tomorrow?

**David Ingram:** Oh, I'd love to, but I'm afraid I can't. I have to take care of some business visitors who are coming to see our new offices.

**Erin Perry:** Too bad!

**David Ingram:** Indeed. Anyway, the consolation prize is that we now get to do some exercises on the topic of business visitors.

**Erin Perry:** Not really quite as good as having lunch with Cathy, John and me! But, OK, I'm ready.

#### Exercise: Translation | Track 21 MEDIUM

**David Ingram:** In this exercise, you can practise some useful phrases for welcoming visitors to your workplace. First, you'll hear a German sentence. In the pause, translate the sentence into English. Then, you'll hear the correct English sentence, which you should repeat. Finally, you will hear a possible answer from your English visitor. Ready? Let's get started.

**German:** Wie war Ihre Reise?

**English:** How was your trip? ➔

**Visitor:** Very pleasant and on time.

**German:** Möchten Sie etwas trinken?

**English:** Would you like something to drink? ➔

**Visitor:** Oh, a glass of water would be fine.

**German:** In welchem Hotel wohnen Sie?

**English:** Which hotel are you staying in? ➔

**awkward**

➔ schwierig, heikel

**creepy** *ifml.* ➔ unheimlich

**germ** ➔ Keim



**Visitor:** In the small boutique hotel you recommended.

**German:** Würden Sie mir jetzt bitte folgen?

**English:** Would you like to follow me now? ➔

**Visitor:** I'd be glad to.

**German:** Darf ich Ihnen Saskia, die Projektleiterin, vorstellen?

**English:** May I introduce you to Saskia, the project leader? ➔

**Visitor:** Nice to meet you, Saskia.

**Erin Perry:** How was that? Were you able to make your visitor feel welcome? If you had any problems, go back and try this exercise again.

*Business Spotlight 3/2020, pp. 32–36*

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## ENGLISH ON THE MOVE

### Ken Taylor on a formal occasion

#### Introduction | Track 22

**David Ingram:** Erin, could you give me some quick advice?

**Erin Perry:** Nothing would give me more pleasure, David. Financial advice? Career advice? Or maybe some suggestions as to how you could, um, well, improve your appearance just a little. I mean, lucky we're not doing television today, eh?

**David Ingram:** Very funny. But actually, the advice I need is related to my appearance. I have to go to a formal event next week and I need to get some new clothes.

**Erin Perry:** Then this is your lucky day, David. Because Ken Taylor is here again, with some exercises on dressing for a formal occasion.

#### Exercise: Dialogue | Track 23 MEDIUM

**Ken Taylor:** Do you own a dinner jacket or an evening dress? Many of us do not. So, if we are invited to a formal event, we may have to hire the appropriate clothes. Let's practise some of the language you might need when hiring clothes for a formal occasion. In the first exercise, we'll look at the language you need to hire a man's dinner suit. In the next exercise, we'll look at hiring formal evening wear for ladies.

OK, first listen to this conversation between Ben, a customer, and Lucy, a sales assistant. Pay particular attention to the special vocabulary that they use.

**Lucy:** Good morning. How may I help you?

**Ben:** I'm looking to hire a dinner suit for the weekend of the 25th.

**Lucy:** Certainly, Sir. We have several styles you can choose from. Do you have anything in mind?

---

#### dinner suit

➔ Abendanzug; Smoking

**Ben:** I would like a traditional style.

**Lucy:** Would you prefer a single or double-breasted jacket?

**Ben:** I think I'd prefer double-breasted with a silk lapel.

**Lucy:** Regular-fit trousers?

**Ben:** Yes, please. With a braid running down the side, if possible.

**Lucy:** Do you also need a shirt?

**Ben:** I will need a dress shirt and a bow tie.

**Lucy:** Anything else?

**Ben:** I'd like a cummerbund in a different colour to the suit.

**Lucy:** Yes, those waistbands do look very smart.

**Ken Taylor:** OK. Now, it's your turn. Imagine that you want to hire a dinner suit either for yourself or for your partner. First, you will hear Lucy. I'll then remind you of what to say by giving you some key words. You speak in the pause. Then you will hear Ben's version again, with a pause for you to repeat it. Good. Let's start.

**Lucy:** Good morning. How may I help you?

■ hire / dinner suit / weekend 25th ▶

**Ben:** I'm looking to hire a dinner suit for the weekend of the 25th. ▶

**Lucy:** Certainly, Sir. We have several styles you can choose from. Do you have anything in mind?

■ traditional style ▶

**Ben:** I would like a traditional style. ▶

**Lucy:** Would you prefer a single or double-breasted jacket?

■ double-breasted / silk lapel ▶

**Ben:** I think I'd prefer double-breasted with a silk lapel. ▶

**Lucy:** Regular-fit trousers?

■ yes / braid down the side ▶

**Ben:** Yes, please. With a braid running down the side, if possible. ▶

**Lucy:** Do you also need a shirt?

■ dress shirt / bow tie ▶

**Ben:** I will need a dress shirt and a bow tie. ▶

**Lucy:** Anything else?

■ cummerbund / different colour / suit ▶

**Ben:** I'd like a cummerbund in a different colour to the suit. ▶

**Lucy:** Yes, those waistbands do look very smart.

bow tie ▶ Fliege

braid

▶ Zopf, hier: Borte

cummerbund

▶ Kummerbund

lapel

▶ Aufschlag, Revers

regular fit

▶ normale Passgröße

silk ▶ Seide

single or double-breasted

▶ ein- oder zweireihig geknöpft

waistband

▶ (Rock-/Hosen-)Bund

**Ken Taylor:** How did you get on? If you had problems with some of the specialist vocabulary, go back and try the exercise again. I just hope that you get a suit that fits properly now!

### Exercise: Vocabulary | Track 24 MEDIUM

**Ken Taylor:** In this next exercise, we'll look at some of the vocabulary you might need if you are buying or hiring an evening dress for a special occasion.

First, you will hear a description. Then you will hear two words or expressions, **a)** and **b)**. In the pause, choose the word or expression that best matches the description. Then you will hear the correct answer and an example of the word used in a sentence. OK? Here's the first one

■ A long, formal dress with the label of a famous fashion house.

a) A ball gown

b) A designer gown

➤ **b)** is correct. "A designer gown" is a long, formal dress with the label of a famous fashion house. Listen.

■ She wore a full-length designer gown to the ball.

■ OK, next one. Covered in small shiny spangles.

a) Starred

b) Sequined

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➤ **b)** is correct. "Sequined" means "something is covered in small, shiny spangles". Listen.

■ She wore a sequined top that glittered under the light.

■ Next one. An asymmetric gown.

a) A dress with one side longer than the other.

b) A dress with detachable sleeves.

➤ **a)** is correct. "An asymmetric gown" is a dress with one side longer than the other. Listen.

■ Asymmetric dresses create interesting lines.

■ OK, next one. Having permanent folds.

a) Pleated

b) Creased

➤ **a)** is correct. "Pleated" means "having permanent folds". Listen.

■ She smoothed the wrinkles from her pleated skirt.

■ Next one. The top part of the breasts that is visible when wearing a low-cut dress.

a) Plunge

b) Cleavage

breasts ➤ Brüste

detachable sleeves

➤ abnehmbare Ärmel

fold ➤ Falte

low-cut

➤ dekolletiert, tief aus-  
geschnitten

smooth sth.

➤ etw. glätten

spangle

➤ Paillette

visible ➤ sichtbar

wrinkle

➤ Falte, zerknitterte Stelle

- **b)** is correct. “Cleavage” is the top part of the breasts that is visible when wearing a low-cut dress. Listen.
- Her low-cut dress showed Ann’s cleavage.
- OK, next one. A dress without pieces of material going over the shoulders.
- a) Backless
- b) Strapless
- **b)** is correct. A “strapless” dress is one without pieces of material going over the shoulders. Listen.
- She wore a simple wrap over her strapless dress.
- OK, last one. A very smooth, shiny cloth usually made of silk. Listen.
- a) Velvet
- b) Satin
- **b)** is correct. “Satin” is a very smooth, shiny cloth usually made of silk.
- Mary loves expensive clothes made from satin.

**Ken Taylor:** Good! Did you get everything right? Now, you are fully equipped for the next formal occasion, with the perfect dinner suit and a beautiful evening gown. Have a great time!

*Business Spotlight 3/2020, p. 62*

## INSIGHT

### Business news with Ian McMaster

#### Introduction | Track 25

**David Ingram:** Welcome now to our Insight section, in which *Business Spotlight* editor-in-chief Ian McMaster gives his views on the recent business news.

**Erin Perry:** Yes, welcome, Ian. What are the topics that you’ve chosen for us this time?

**Ian McMaster:** First, we’re going to look at whether it should be possible for people to be billionaires. We’ll also be discussing the concept of “green money”. And we’ll be looking ahead to what we can expect in the world economy in 2020.

**Erin Perry:** OK, as always, we’re intrigued.

### Business news: Billionaires, green money and the world economy in 2020 | Track 26 **ADVANCED**

**Erin Perry:** Ian, you said your first topic was about whether it should be possible for people to be billionaires. I mean, I certainly wouldn’t have any objections to being one. But seriously, what are the arguments on either side of this debate?

**Ian McMaster:** The argument in favour of people being billionaires is that this is a sign of a healthy, dynamic economy. Billionaires, it is said,

**billionaire** ➤ Milliardär(in)

**objection** ➤ Einwand

**silk** ➤ Seide

**wrap** ➤ Umhang

create many jobs for others, create new products and also pay large amounts of taxes, which help to finance public services. Furthermore, many billionaires are philanthropists, donating money to good causes. The argument against billionaires, on the other hand, is that their existence symbolizes a failing economic system and that such wealth is almost always gained through exploitation of others. Also, by concentrating income and wealth in the hands of a few, it is argued that there will be lower overall demand for goods and services. You can read more about this debate in the Head-to-Head section of the current issue of *Business Spotlight*.

**Perry:** For your next topic, you said you would be discussing “green money”. I guess this has something to do with the environment, right?

**McMaster:** Indeed. When I first came to Germany, more than 30 years ago, and I asked my bank advisers about how I could invest in environmentally friendly and ethical investment funds, they had no idea what I was talking about. How times have changed. Now, the topic of environmentally friendly investments are all the rage, with pressure being put on asset managers to take a stance on this topic. We have also seen calls for “green central banking”. This means that when central banks are purchasing corporate bonds as part of their strategy of managing interest rates, they should buy exclusively the

bonds of companies that produce environmentally friendly products. This is still a controversial proposal, however, not least because of the problem of defining exactly what we mean by “environmentally friendly”. Anyway, I discuss this topic of green money in more detail in my Talking Finance column in the latest issue of *Business Spotlight*.

**Perry:** And finally, you said you would be looking at the outlook for the world economy in 2020. What are the major factors here? The presidential elections in the US and the fallout from Brexit will no doubt both play a key role.

**McMaster:** They certainly will. Britain left the EU — finally left, some would say — on 31 January this year after more than three years of debate since the referendum in 2016. During the transitional period up to the end of 2020, nothing will really change. So, the real issue is what comes after that. What kind of deal will the UK and the EU negotiate for their future trading

#### all the rage

► schwer in Mode sein

#### asset manager

► Vermögensverwalter(in)

call ► hier: Forderung

cause ► Sache, Anliegen

#### corporate bond

► Unternehmensanleihe

donate sth. ► etw. spenden

exploitation ► Ausbeutung

fallout ► Konsequenz(en),  
Nachwirkung(en)

issue ► hier: Ausgabe

overall ► Gesamt-

#### purchase sth.

► etw. kaufen

#### take a stance on sth.

► Stellung zu etw. beziehen

relationship? The sooner this becomes clear — and the closer that future relationship is — the less uncertainty there will be in the markets, which will give a positive boost to growth. At the same time, all eyes will be on the US economy in the run-up to the presidential election in November. The economy is still growing at around two per cent a year and adding jobs, but growth is not as fast as the three per cent goal that Donald Trump set. So, the key question is this: will the US economy grow fast enough to get Trump re-elected? That will depend on a number of factors, including the state of the trade relationship between the US and China, the fallout from factors such as the coronavirus and any geopolitical uncertainty from, for example, a conflict between the US and Iran. Another important issue will be how policy-makers react if the world economy does falter. In many countries, interest rates are already so low that central banks have little ammunition left to counter a slowdown. So, if a slowdown does come, governments will have to be prepared to boost their economies through higher expenditure and, probably, higher borrowing.

**Perry:** OK, thanks very much, Ian. We look forward to hearing from you again next time.

**McMaster:** You're welcome.

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## SHORT STORY

### Introduction | Track 27

**David Ingram:** Now, it's time for us to return to London, for the conclusion of our short story. In this episode, Felicity loses her job, but then things take an unexpected turn.

**Erin Perry:** Interesting, interesting. I can't wait to hear how this story ends.

**David Ingram:** OK, so let's listen in and find out what happens in the sixth and final part of James Schofield's story "The Impressions".

### The Impressions (6) | Track 28 MEDIUM

"This," said Mrs Twizleton crossly, "is a cheek! Listen: '...when you have eliminated the impossible, whatever remains, however improbable, must be the truth.' That is the word-for-word advice that I gave young Arthur Doyle in a letter. And now he's gone and given that line

**ammunition** ► Munition;  
hier: Lenkungsinstrumente

**boost (sth.)** ► Schub, Impuls;  
etw. ankurbeln

**cheek** UK jfmf.  
► hier: Frechheit

**counter sth.**  
► etw. entgegenwirken

**crossly** ► sauer, verärgert

**expenditure** ► Ausgaben

**falter** ► nachlassen, ins  
Stocken geraten

**line** ► hier: Spruch

**look forward to doing sth.**  
► sich freuen, etw. zu tun

**policy-maker**  
► politische(r) Entscheidungs-  
träger(in)

**run-up: in the ~ to...**  
► in der Zeit unmittelbar vor ...

**slowdown**  
► Konjunkturrückgang

**you're welcome**  
► gern geschehen

to some fictional detective called Sherlock Holmes.”

Mrs Twizleton and Frederick were accompanying Felicity home on the bus after she had been fired from the bank. Felicity was telling them about the events that led to her being fired.

“Mr Duchenny from the Historical Buildings Association told us you applied to have the building listed to stop the Russians from buying it,” Felicity’s boss Tricia had said in a shocked voice. “But Mr Duchenny said he wasn’t in favour of standing in the way of progress, so Mr Ripov is taking him out to dinner to straighten things out...”

“Bribe him, you mean!” huffed Felicity.

“How dare you...”

It had been a very unpleasant scene.

Mrs Twizleton was having great difficulty concentrating on Felicity. She had begun pag-ing through a collection of Sherlock Holmes stories that were in her bag.

“Mrs Twizleton,” said Frederick a little impatiently, “we should be thinking of Felicity and what to do next rather than reading detective stories.”

“But I knew Arthur Doyle,” complained Mrs Twizleton. “I knew he was a writer, but I didn’t realize he was stealing my stories and turning them into the adventures of a male detective. And with no credit to me! That’s very unfair.”

“Wait a minute,” interrupted Felicity. “You knew Sir Arthur Conan Doyle? Author of the Sherlock Holmes detective stories?”

“We told you that before — weren’t you listening? He was my doctor for a short time when he lived in London. Afterwards, he was always writing to ask me about my detective investigations. Now, I know why.”

“And these investigations of yours, they’re the same as the ones in the book?”

“Well, I don’t know about all of them, but...,” she looked through the pages. “Here, this one: ‘The Blue Carbuncle’. It’s the one about the diamond hidden in the goose — 100 per cent my case. Except it was a sapphire, not a diamond.”

“Hm,” said Felicity slowly. “So, we could honestly say the building has a connection to a famous historical figure.”

“But Sherlock Holmes is fiction, not history,” said Frederick.

#### **apply (to do sth.)**

► einen Antrag stellen (damit etw. getan wird)

#### **bribe sb.**

► jmdn. bestechen

#### **carbuncle**

► Karfunkel

#### **credit**

► hier: Danksagung, Namensnennung

#### **how dare you**

► was fällt dir/Ihnen ein

#### **huff**

► (wütend) schnauben

#### **listed: have (a building) ~**

► hier: (ein Gebäude) als historisches Denkmal eintragen lassen

#### **page through sth.**

► in etw. (herum)blättern

#### **sapphire**

► Saphir

#### **straighten sth. out**

► etw. klären

“I’m not talking about Holmes. I’m talking about Mrs Twizleton! The real-life female model for English literature’s greatest detective!”

\*\*\*

It was difficult for Felicity to remember the exact sequence of events that followed. Everything happened so fast. But she would never forget that it was Julie and Paula who managed to put her idea into action. As they were both working for a social media company at the time, their advice and help was gold.

“First of all, we create some controversy,” said Paula. “You’ve got to write an Instagram post claiming that Sir Arthur based his character Sherlock Holmes on a woman. You only need a few solid facts and figures from Mrs Twizleton.”

“Then we’ll do the rest,” added Julie.

It was just a short post, but once Julie and Paula started posting and cross-posting the true story behind Sherlock Holmes on social media, the fireworks began. Within a day, a local TV crew had interviewed Felicity. That interview was picked up by the BBC, and by the evening, Sherlock Holmes experts around the world had sprung into action — some to say it was nonsense; some to say that they had always suspected that Holmes was based on a woman.

A senior Conservative politician said Mrs Twizleton had been invented by radical feminists. This motivated feminist historians to

start digging up police reports from the 1870s, thus proving the link to Mrs Twizleton’s cases.

Once Julie released the news that the building was being sold to mysterious Russian investors and would be torn down, the internet went ballistic. Very quickly, somebody (it may have been Paula) sent a tweet to the Historical Buildings Association, demanding to know why they weren’t doing something to protect this national treasure. As a result of that tweet, Aiden found himself without a job.

As for Tricia, Felicity heard that she was on the verge of a nervous breakdown.

But the biggest surprise happened two weeks after the story went viral. Felicity was looking out the window of the flat when she saw two expensive cars with darkened windows park outside. Several large men escorted a very well-

**ballistic: go -** *ifml.*

► ausrasten; hier: durchdrehen

**controversy**

► Meinungsstreit

**cross-post sth.**

► etw. auf unterschiedlichen Plattformen veröffentlichen

**dig sth. up**

► etw. ans Licht befördern

**link** ► Verbindung

**on the verge: be - of sth.**

► kurz vor etw. stehen

**pick sth. up**

► etw. aufgreifen

**release sth.**

► etw. veröffentlichen; hier: bekannt geben

**senior** ► hochrangig

**suspect sth.**

► etw. vermuten

**tear sth. down**

► etw. abreißen

**thus** ► dadurch

**tweet** ► Twitternachricht

**viral: go -**

► sich rasant (im Netz) verbreiten



dressed woman to the door of her building. The bell rang.

“Ms Appleby? My name is Xenia Krysanova of Krysanova Krystals. May I come in?”

Felicity invited the woman in, and the two of them sat at the kitchen table drinking tea.

“Ms Appleby, I have much to thank you for. Yesterday, I bought the building from the bank.”

“You did? Are you still going to try to knock it down?”

“No, but that’s not a problem. In fact, I’m pleased: I paid 25 per cent less for the building because I’ll never be allowed to tear it down. But that’s not why I’m thanking you. You see...,” she leaned forward and looked Felicity in the eyes.

“I am a businesswoman. But I am also the chairwoman of Russia’s Sherlock Holmes Society. I am a big fan, and now I have bought the location where all the stories truly took place. I shall make the ground floor a Mrs Twizleton Museum, the first floor a showroom for Krysanova Krystals and the second floor upwards offices!”

“That’s terrific!” Felicity was relieved that Frederick and the others would be safe now.

“Yes, but there’s more. Something strange happened last night. After we signed the papers, I told the directors to leave me alone for a time in the boardroom. They went, and everything was quiet.”

“Yes?”

“I looked down for a moment, and when I looked up again, I found a young man in the room with me.”

“Oh!”

“He told me what you had done to save the building, Ms Appleby. And he suggested that, if I need a curator for the museum I plan, you might be the right person. What do you think? Would you like the job?”

“Oh, yes! Definitely, yes!”

“Good.” They stood up and shook hands. “And by the way, Mr Tumble was quite right about you. You do make a good impression. A very good impression.”

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#### knock sth. down

- etw. abreißen

#### boardroom

- Sitzungszimmer des Vorstands/Aufsichtsrats

#### chairperson

- Vorsitzende(r)

#### terrific jfm.

- toll, großartig

## CONCLUSION | Track 29

**David Ingram:** Well, we've come to the end of *Business Spotlight Audio* 3/2020. We hope you've enjoyed it and have found our exercises helpful.

**Erin Perry:** As an alternative to the CD, we also offer *Business Spotlight Audio* as a subscription download, so you can take the sound of business with you wherever you go. For more information, or to find out about our range of products, visit our website at [www.business-spotlight.de](http://www.business-spotlight.de).

**David Ingram:** Yes, and on our website, you'll find details about *Business Spotlight express*, our 15-minute audio vocabulary trainer, produced twice a month to help you to boost your word power for the world of work. So, until next time, this is David Ingram...

**Erin Perry:** And Erin Perry...

**David Ingram:** Wishing you success with your business English.

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