

Business Problems & Solutions

Match the vocabulary to the pictures.



13 _____



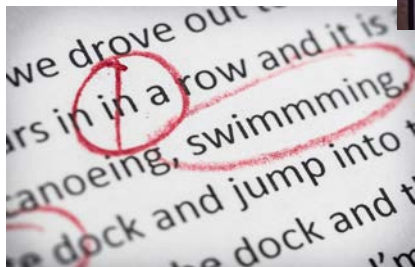
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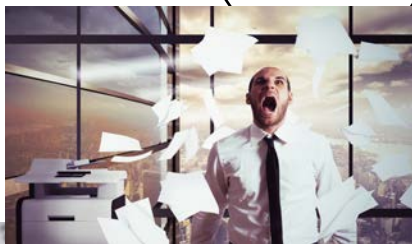
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1 _____



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4 _____



5 _____



Give solutions to the following problems.

- 1 What should you do if you forget an important meeting?
.....
- 2 What should you do if you receive a damaged package?
.....
- 3 What would you say if the service was too slow?
.....
- 4 What should you do if you make a lot of mistakes in a report?
.....
- 5 What should you do if everyone disagrees with you?
.....

Answers

- 1 receive a big bill
- 2 everyone disagrees with you
- 3 call to complain
- 4 people gossip about you
- 5 forget something important
- 6 get slow service
- 7 can't make quick decisions
- 8 have too much work
- 9 make a lot of mistakes
- 10 have a problem with a colleague
- 11 aren't good at planning
- 12 late for work
- 13 the package is damaged

Problems and possible solutions

- 1 What should you do if you forget an important meeting?

You should find out what happened at the meeting and apologize to the organizer of the meeting..

- 2 What should you do if you receive a damaged package?

You should complain to the company and ask that the goods be replaced.

- 3 What would you say if the service was too slow?

I would say, "I have been waiting for a long time. Can you bring my order now, please!".

- 4 What should you do if you make a lot of mistakes in a report?

You should redo the report until it is perfect and/or ask someone to help you correct the mistakes.

- 5 What should you do if everyone disagrees with you?

You should decide if it's better to follow your own path or if it's better to work as a team.