

# Business Skills

Match the vocabulary to the pictures.



13 \_\_\_\_\_



12 \_\_\_\_\_



11 \_\_\_\_\_



10 \_\_\_\_\_



9 \_\_\_\_\_



8 \_\_\_\_\_



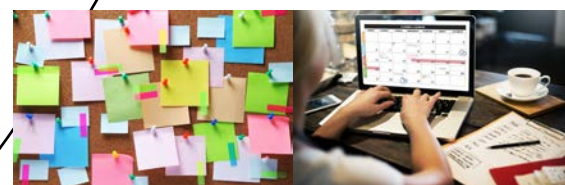
7 \_\_\_\_\_



1 \_\_\_\_\_



2 \_\_\_\_\_



3 \_\_\_\_\_



4 \_\_\_\_\_



5 \_\_\_\_\_



Answer the following questions.

- 1 Are good at giving presentations? Give example/explain.  
.....
- 2 Are you good at communicating? Give example/explain.  
.....
- 3 Can you lead a team or are you a team player? Give example/explain.  
.....
- 4 Are you good at negotiation? Give example/explain.  
.....
- 5 Are you innovative? Give example/explain.  
.....

## Answers

- 1 giving presentation
- 2 negotiating
- 3 organizing
- 4 problem solving
- 5 patient
- 6 prioritizing
- 7 focusing
- 8 making decisions
- 9 communicating
- 10 leading a team
- 11 team players
- 12 networking
- 13 innovative

1 Are good at giving presentations? Give example/explain.

Yes, I like designing PowerPoints and speaking in front of people.

2 Are you good at communicating? Give example/explain.

Yes, I communicate with many people by telephone, Whatsapp, Facebook and face to face.

3 Can you lead a team or are you a team player? Give example/explain.

I am a leader. I always tell my friends what they have to do.

4 Are good at negotiation? Give example/explain.

When I go to the market I usually negotiate 50 percent discount on everything I buy.

5 Are good at organizing and planning? Give example/explain.

When there are big events, people always ask me to organize everything and ask what they should do next.