

Business Problems & Solutions

Match the vocabulary to the pictures.
Listen to the audiotape to check your answers.



13 _____



12 _____



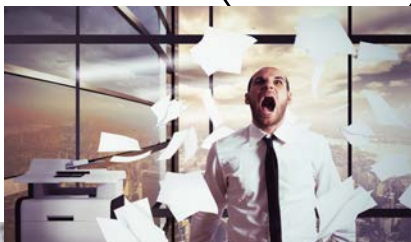
11 _____



10 _____



9 _____



8 _____



6 _____



7 _____



1 _____



2 _____



3 _____



4 _____



5 _____

forget something important **5**

receive a big bill **3**

people gossip about you **4**

the service is too slow **6**

call to complain **3**

make a lot of mistakes **9**

not good at planning **11**

late for work **12**

have too much work **8**

have a computer problem **1**

the package is damaged **13**

have a problem with a colleague **10**

can't make quick decisions **7**

everyone disagrees with you **2**

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 should you do if the service is 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?
.....

