

Day 24

Vocab Review

Fill in the blanks.

1. Are you i_____ing that I am fat?
2. Her approach to childcare is based on i_____ion.
3. The accident i_____ed two cars and a truck.
4. They started washing up, so that was our c___ to leave the party.
5. After several part-time jobs, he's now got a s_____e job in a bank.

1 Connections



Module 1.14 Business networking

LEAD-IN

What is business networking? Look at the definition below and try to complete the gaps.

Business networking refers to making use of meetings with other people involved in the s___ kind of work, in order to

sh___ information, h___ each other, etc. Networking events give businesspeople an o_____ to meet and converse with colleagues and potential c_____.

★ Tips for Successful Business Networking Skills



Listening

Listen and fill in the blanks.

The prospect of walking into a business networking event or conference can be, but meeting new contacts and building relationships is essential to growing any business. When done right, networking can help you build a bigger circle of contacts and form mutually relationships. Here are some tips to help you work the networking circuit and the rewards.

1. a 30-second introduction beforehand: "Hi, I don't think we've met. My name's Mark Johnson. I work for ABC Corp. We provide ..."
2. Put your phone on
3. Break the ice by smiling, extending your hand, giving a firm handshake, introducing yourself and conversations, rather than waiting for others to approach you.
4. Chances are you might into acquaintances or friends. Many nervous attendees cling to their friends as a sort of security blanket. This is a mistake! The point of attending a conference or networking event is to get your name and that of your business out there to new clients and partners. While it may be easier—and more fun—to catch up with friends, you should not devote too much time to those you already know. This is your chance to shine to others, so say hello to your friends ("Hi. Good to see you again."), but leave the longer conversations for another time.
5. Throughout the event, holding a glass in your right hand and a snack in the other. You need to be ready to shake hands with new contacts at a moment's notice.

6. There's undoubtedly a variety of conversations held during networking events. Instead of thinking about what you want to say next, listen actively to the people you meet and appropriately. Take general interests during conversations by asking questions. Listen closely for information that will help you ask questions to keep conversations going. If you are constantly looking over their shoulder to see who else is out there, you will miss the chance to make a meaningful connection with the person right in front of you!
7. The first key to networking is to be and friendly. The true goal of networking should be to help others. When you are talking to someone, always keep in mind what you can do for them.
8. Be aware of the amount of time that you are dedicating to each person. While it is important to give your attention to the person you are speaking with, don't feel that you have to spend the whole event with a particularly chatty contact. It's appropriate to move on after a reasonable amount of time as long as you make a smooth and polite exit. One strategy is to summarize your understanding of their business, exchange business cards, and say that you look forward to being in touch.
9. Before requesting a business card from guests, invest in meaningful conversations to learn more about their businesses and interests. Once you've built a, you can ask for a card.
10. Once you make a connection, it by becoming a trusted contact. Send them articles that are related to their businesses and projects, send them well wishes for holidays and birthday or send a referral their way, staying in touch beyond exchanging business cards is beneficial. Your goal should not be to collect a stack of business cards but to make real contacts that will further your career. There is no need to hand out thousands of business cards. Instead, focus on building relationships with people that are relevant to you and your business.
11. Some interactions may not seem completely at the time, but you never know who will back into your business life someday so it is important to maintain good relationships with everyone. You should be willing and happy to offer help and advice without expecting anything in return. Think of it as a way to "pay it forward" and earn some good business karma! In doing so, you will endear yourself to a number of new business contacts and leave them with a solid first impression of you and your business.
12. A day or two after meeting someone for the first time, send them a short follow-up email. This is a great opportunity to continue building a relationship. To make your follow-up stand out, try to something you discussed during your conversation or include a link to an article you think they will find interesting. If you have trouble remembering specific details about people, jot down a few notes on the back of their business card after you have finished talking.
13. Watch your hands when you are speaking to people. Pointing and over-..... can make people uncomfortable, particularly if you invade their personal space. Be aware of the actions you take with your body and the proximity of theirs.

➤ Look at the dialogue below and try to complete the gaps.

(Starting a conversation with a stranger)

A: Excuse me, do you m___ if I join you?

B: N___ at all.

(Talking about your job)

A: What li___ of work are you in?

B: I'm in the grocery li___.

(Talking about your company)

A: So, what company are you w___?

B: I'm w___ a Japanese company called Kaichi.

A: What does your company ___ exactly?

B: We p_____ children's books.

A: I've heard of your company before. Where are you b___n?

B: In Matsumoto. And what about you? What do you ___?

(Ending a conversation politely)

A: Sorry, I really have to ___ now. It was great meeting you.

B: It's been a pleasure t_____g to you.

(Exchanging business cards is often a signal you want to end the conversation)

A: Listen, do you h___ a card?

B: Sure, h_____ my card.

Match each definition (A – J) with today's vocabulary word (1 – 10)

DEFINITIONS

- A. to meet someone you know when you have not planned to meet them
- B. to try very hard to keep something
- C. to have or use something at the same time as someone else
- D. complete
- E. making you feel slightly frightened or worried about your ability to dealing with something
- F. liking to talk a lot in a friendly, informal way
- G. to develop or make progress in something
- H. to encourage
- I. agreement or sympathy between people
- J. to make movements with your hands or arms, to express something or to emphasize what you are saying

1. share (v)
2. daunting
3. bump into
4. cling to
5. undivided
6. rapport
7. further (v)
8. gesticulate
9. nurture
10. chatty

Fill in the blanks.

1. If you just wait till I've finished this bit of work you will have my u_____ed attention.
2. The country was faced with the d_____ing prospect of overcoming four decades of division.
3. Additional training is probably the best way to f_____r your career these days.
4. He was an inspiring leader who n_____ed the talents of his colleagues.
5. She has a good r_____t with her staff.