

GBS Day49

Fill in the blanks.

Answer Key: 1. downtime 2. competitive 3. bulk 4. compromise

➤ Match each action (1 – 6) with one of the statements (a – f).

Answer key: 1 c, 2 e, 3 f, 4 a, 5 d, 6 b

➤ **More about 'SWOT' (See Day 46)**

Answer key: 1. Opportunities 2. Strengths 3. Threats 4. Weaknesses

Reading / Writing

Situation 1

I think we have a very satisfactory agreement and so, for the next step, we'll send you a written summary of the oral agreements reached during the negotiation session.

Situation 2

It's been a long meeting, but finally I'm very glad we're able to reach agreement. I'll send you a letter summarizing what we've agreed to.

Situation 3

I'm sorry our efforts to reach agreement have not been successful. It's been a long meeting, and I suggest we stop here. It's a pity we couldn't reach agreement this time. But I hope in the future we might work together on something.

Situation 4

I'm very sorry, but it really is physically impossible. We regret that our order books are full, and the plant is working at full capacity. So we cannot supply goods in such a short time. Sorry we can't help you this time.

Match each definition (A – E) with today's vocabulary word (1 – 5)

Answer Key:

A- 3; B- 4; C-1; D-5; E-2;

Fill in the blanks.

Answer Key: 1. issue 2. conflict 3. adjourned 4. highlights