

Read four business cards to practise and improve your reading skills.

Before reading

Do the preparation task first. Then read the text and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

1. education
2. a head
3. marketing
4. international
5. telecommunications
6. a sales representative

Definitions

- a. a manager or leader of a group or department
- b. connected to promoting or advertising a product
- c. connected to teaching, training or schools
- d. happening in more than one country
- e. connected to exchanging information by telephone, television, radio, the internet, etc.
- f. someone who visits people to sell them products or services

Reading text: Business cards

KPD Foods

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Tasks

Task 1

Circle the best answer.

1. Who should you contact to talk about teaching and schools?
a. Bruno b. Olivia c. Ji-Yeon d. Rashid
2. Who should you see if you want to do a tour?
a. Bruno b. Olivia c. Ji-Yeon d. Rashid
3. Who should you see if you want to talk about mobile phone technology?
a. Bruno b. Olivia c. Ji-Yeon d. Rashid
4. Who should you see if you want to talk about promoting fruit and vegetables?
a. Bruno b. Olivia c. Ji-Yeon d. Rashid
5. Who works with people from different countries?
a. Bruno b. Olivia c. Ji-Yeon d. Rashid
6. Who works in the United Arab Emirates?
a. Bruno b. Olivia c. Ji-Yeon d. Rashid

Task 2

Are the sentences true or false?

- | | Answer | |
|--|---------------|-------|
| 1. Bruno's job is making sure people know about KPD Foods. | True | False |
| 2. The country code for calling Brazil is 971. | True | False |
| 3. 'Hoskins' is a first name. | True | False |
| 4. In addresses in South Korea, you write the country first. | True | False |
| 5. Ji-Yeon is the head of her company. | True | False |
| 6. Rashid works in the United Arab Emirates. | True | False |
| 7. When saying an email address, '.' is pronounced 'dot'. | True | False |
| 8. When saying an email address, '@' is pronounced 'at'. | True | False |

Discussion

In your country, do people put their surname first or at the end?

Answers

Preparation task

1. c
2. a
3. b
4. d
5. e
6. f

Task 1

1. c
2. d
3. b
4. a
5. b
6. d

Task 2

1. True
2. False
3. False
4. True
5. True
6. True
7. True
8. True