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# Unit 1 Introductions

## Introduction Number 1 - Sarah Banters

First Name: Sarah

Surname: Banters

Occupation: Mobile Technology Expert

Company: Gobal Connect

Nationality: British

Country: England

City: London

Hi, my name is Sarah Banters. I'm British and I'm from London. I'm a Mobile Technology Expert and I work for Global Connect in London, England. I am responsible for a team of eight Mobile App Developers. I'm thirty two years old. I'm not married and have no children. I have a large family, two brothers and three sisters. They all live in London too. We are all interested in sports and movies. We usually meet up at the weekend and go swimming, play tennis or go to the cinema.

### VOCABULARY FOR INTRODUCTION 1

Hi, my name is...	Mobile App Developer	Sports
I'm British	thirty two	Movies
I'm from...	I'm ... years old	We meet up
I'm a...	not married	at the weekend
Mobile Technology Expert	have no children	go swimming
I work for...	large family	play tennis
I am responsible for...	We are interested in...	go to the cinema

## Introduction Number 2 - Mirek Stojanov

First Name: Mirek

Surname: Stojanov

Occupation: Business Development Manager

Company: Intertech

Nationality: Polish

Country: Poland

City: Warsaw

Hi I'm Mirek Stojanov. I'm Polish and I'm from Warsaw. I'm a Business Development Manager and I work with Intertech which is based in New York. I commute between Warsaw, London and New York. I'm responsible for developing new business on Poland and England. I'm forty years old. I'm married and have two children, two boys, twins. My wife is from Mexico and is a stay at home mom. She takes care of our 2 year old boys. We live in Warsaw, Poland. My wife Miriam and I like cycling and cooking together in our free time.

### *Vocabulary For introduction 2*

Hi, I'm...	based in New York	takes care of
Polish	commute between	like to...
Warsaw	developing business	go cycling
Business Development Manager	I'm married	cook together
I work with Intertech	My wife is from...	free time
	stay at home mom	

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*New Vocabulary Unit 1*

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Hi	married	Polish
my	have	Warsaw
name	no	business
is	children	development
I'm	large	manager
British	family	work
and	two	with
I'm	brother	based
from	three	New York
London	sister	commute
a	they	between
mobile	all	London
technology	live	New York. I am responsible
expert	in	for
and	too	developing
I	we	business
work	interested	Poland
am	sports	England
responsible	movies	fourty
team	usually	boys
of	meet up	twins
eight	at	wife
App	weekend	Mexico
Developers	go	stay
thirty two	swimming	home
years	play	mom
old	tennis	She
not	cinema.	takes

care

our

two

cycle

cook

together

free time

## Unit 2 Visiting a Company Abroad for a Meeting

### Dialogue 1: At the Reception Desk

**Receptionist:** Good morning, welcome to Global Connect. How may I help you?

**Mirek:** Good morning, my name is Mirek Stojanov. I'm with Intertech.  
I'm here to see Christian Kramer.

**Receptionist:** May I see your I.D. please, Mr. Stojanov.

**Mirek:** Yes, of course. Here is my drivers license.

**Receptionist:** Thank you. Here is your day pass and ID.

**Mirek:** Thank you.

**Receptionist:** Your welcome Mr. Stojanov. What department is Mr. Kramer in?

**Mirek:** He is in IT.

**Receptionist:** Yes, here he is. Mr. Kramer's office is on the 5th floor, room 5234.  
He is expecting you. The elevators are behind you Mr. Stojanov.

**Mirek:** Thank you.

#### *Vocabulary For Dialogue 1*

Reception desk	I.D.	in
Receptionist	yes, of course	I.T.
Good morning	drivers license	Mr. Kramer' office
welcome to...	thank you	on
How may I help you?	your	5th floor
my name is...	day pass	room 5234
I'm with...	and	expecting you
here to see...	what	elevators
may I see...?	department	are
your	is	behind

## Dialogue 2: At the Company Restaurant for Lunch

**John:** Hi Sarah

**Sarah:** Hi John. Hey, great running into you. John, this is Markus Steiner from Intermotion.

**Markus** is visiting from Austria. He is here to help us with the new mobility project. This is John Saunders. He is part of our mobility team here in England. He's originally from Sydney, Australia.

**John:** Hi Markus, nice to meet you.

**Markus:** Nice to meet you too John.

**John:** Where in Austria are you from Markus?

**Markus:** I'm from Vienna.

**John:** Oh, I love Vienna. I was there last year.

**Sarah:** We're going for lunch. Want to join us John?

**John:** Yes, I'd love to. Thanks.

### *Vocabulary For Dialogue 2*

running in to ... ( to run into someone)

This is...

help us with... (to help someone with something)

he is part of...(to be part of something)

Nice to meet you.

Nice to meet you too.

going for lunch

join us

## Dialogue 3: In a Meeting

**Sarah Banters:** Welcome to our monthly meeting. First, let me introduce our colleagues from abroad. This is Markus Steiner from Vienna, Austria. Markus is with Intermotion. Thank you for joining us today, Markus.

**Markus:** Thank you Sarah. I'm happy to be here in London.

**Sarah:** Happy to have you here Markus. This is Mirek Stojanov from Warsaw, Poland.

**Mirek** is with Intertech. Thank you for joining us too, Mirek.

**Mirek:** Thank you Sarah, wonderful to be here at Global Connect.

**Sarah:** Great to have you here Mirek. So on to our next point.

### VOCABULARY FOR DIALOGUE 3

Welcome to our meeting.

Let me introduce...

colleague

from abroad

Thank you for joining us.

Happy to be here.

Happy to have you here.

First...

On to our next point.



---

*New Vocabulary Unit 2*

---

5th	floor	joining
a	from	last
about	global	let
abroad	going	license
and	good	list
answers	great	London
are	greeting	love
at	halves	lunch
Austria	happy	match
be	have	may
behind	he	me
colleagues	help	meet
collecting	here	meeting
comes	hey	mind
company	hi	mobility
connect	how	monthly
correct	I	morning
course	I.D.	my
day	I.T.	name
department	I'd	new
dialogue	I'm	next
driver	in	nice
elevators	in	of
else	into	office
England	introduce	oh
expecting	introducing	on
find	is	or
first	join	order

our	something	vocabulary
pairs	team	want
part	terms	Warsaw
pass	thank	was
phrases	thanks	welcome
place	the	we're
please	there	what
point	this	what
Poland.	to	where
project	today	with
reception	too	wonderful
receptionist	topic	words
restaurant	two	year
room	unscramble	yes
running	up	you
see	us	your
sentence	use	yourself
so	Vienna	
someone	visiting	

## Unit 3 Introductions

### Introduction Number 3 Markus Steiner

**First Name:** Markus

**Surname:** Steiner

**Occupation:** Data Scientist

**Company:** Intermotion

**Nationality:** Austrian

**Country:** Austria

**City:** Vienna

Hi I'm Markus Steiner. I'm Austrian and I'm from Vienna. I'm a Business Data Scientist and I work at Intermotion which is an Austrian company based in Vienna. I am responsible for analyzing data for strategic insights. I'm twenty eight years old and I'm single. I like music, dancing and skiing. I live in Vienna, Austria but spend a lot of time travelling abroad on business.

#### *Vocabulary For introduction 3*

Business Data Scientist

music

Austrian

dancing

I work at...

skiing

analyzing data

spend a lot of time

strategic insights

travelling abroad on business

twenty eight

# Introduction Number 4 John Saunders

**First Name:** John

**Surame:** Saunders

**Occupation:** Project Manager

**Company:** Global Connect

**Nationality:** Australian

**Country:** Australia

**City:** Sydney

Hi I'm John Saunders. I'm Australian. I'm from Sydney but I live in London, England. I'm a Project Manager in the Area of Mobility at Global Connect which is a British company based in London. I am responsible for leading a team of fifteen. I'm thirty two years old. I'm single. I like diving and travelling. I work and live in London.

## VOCABULARY FOR INTRODUCTION 4

Project Manager

leading a team of fifteen

diving

in the Area of Mobility

I'm single

I work and live in London.

# Introduction Number 5 Christian Kramer

**First Name:** Christian

**Surame:** Kramer

**Occupation:** IT Business Architech

**Company:** Global Connect

**Nationality:** British

**Country:** Scotland

**City:** Edinburgh

Hi I'm Christian Kramer. I'm British. I'm from Edinburgh in Scotland but I live in England. I'm an IT Business Architect. My job is all about business planning and IT. I point out opportunities on how to more effectively utilize IT in sales, customer service, and other key areas. I report directly to the CEO at Global Connect. I'm married. I have three children, two girls and one boy. My wife Margret is a doctor. I work in London but live in Kent. In our leisure time we enjoy, hiking, swimming, and going to the theatre.

## *Vocabulary For introduction 5*

Edinburgh in Scotland

key areas

IT Business Architect.

I report (directly) to...

My job is all about ...

CEO

business planning

My wife

diving

Doctor

I point out opportunities

In our leisure time we enjoy...

effectively utilize

hiking

sales,

swimming

customer service

going to the theatre

---

*New Vocabulary Unit 2*

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I'm Austrian	Australian.	effectively
I'm from	Sydney	utilize
Vienna	area	sales,
data	Mobility	customer
scientist	leading	service,
which	team	other
responsible	fifteen	key
analyzing	like	report
strategic	diving.	directly
insights	Edinburgh	CEO
twenty eight	Scotland	three
music	architect	children
dancing	job	wife
skiing	about	doctor
but	planning	leisure
spend	point	enjoy
lot of	out	hiking
time	opportunities	theatre.
travelling	how	
abroad	more	

## Unit 4 At The Airport

### Dialogue 1: Taxi to the Airport

Assistant: Excuse me, the car is here for Mr. Stojanov.

Christian Kramer: Oh, thank you Paul. We'll be right down.

Mirek Stojanov: Wow! It's already 5p.m. I have to get going if I want to catch my flight on time.

Christian Kramer: Yes, I'll see you to your car.

Mirek Stojanov: Thank you.

Christian Kramer: Great having you here Mirek. Our team learned a lot.

Mirek Stojanov: Thank you Christian, always happy to help.

Christian Kramer: have a good flight. See you next month at the conference in Spain.

Mirek Stojanov: Thanks Christian. Call me if you have any questions and see you in Spain.

Taxi driver: Good evening sir.

Mirek Stojanov: Good evening. London Heathrow please.

#### *Vocabulary For Dialogue 1*

assistant

excuse me

car

here

We'll be right down

get going

catch my flight

on time.

I'll see you to....

Having you here

learned a lot.

happy to help.

have a good flight.

see you

next month

conference.

good evening

## Dialogue 2: Arriving at The Airport

Taxi driver: Here we are sir, Departures, and here is your luggage.

Mirek Stojanov: Thank you. How much do I owe you?

Taxi driver: Nothing sir. The company took care of it.

Mirek Stojanov: Oh, how nice. This is for you.

Taxi driver: Thank you sir. Have a safe flight.

Mirek Stojanov: Thank you.

### *Vocabulary For Dialogue 2*

here we are

nothing

Departures

took care of it (to take care of something)

luggage

safe

how much

flight

owe you (to owe someone)



## Dialogue 3: At The Airport

Security: BoardCard and passport please.

Mirek Stojanov: Here you are.

Security: Thank you.

Markus Steiner: Mirek, Mirek!

Mirek Stojanov: Markus, hey great running into you here.

Markus Steiner: Yes, have you checked in?

Mirek Stojanov: Yes, I have. How about yourself?

Markus Steiner: Yes, me too? When does your flight board?

Mirek Stojanov: In about forty five minutes?

Markus Steiner: Mine boards in about an hour. Want to go for a beer? We can finish discussing the open points of our meeting.

Mirek Stojanov: Great idea Markus. I'd love to. I think there is a bar down that way.

### *Vocabulary For Dialogue 3*

boarding card	fourty five	can
passport	minutes	finish
running into you (to run into someone)	about	discussing
checked in	hour	open points
board	want to...	bar
	beer	

---

*New Vocabulary Unit 4*

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5p.m.	departures	minutes
a lot.	discussing	month
airport	down	much
already	excuse me	nothing
always	finish	open
an	flight	owe
any	for	passport
arriving	fourty five	questions
Assistant	get	right
bar	go	safe
beer	Good evening	security
board	Heathrow	sir
boarding card	hour	Spain
call	idea	taxi
can	if	that
car	is	think
care	learned	took
catch	like	way
checked in	luggage	would
conference	mine	wow

# Unit 5 Introductions

## Interview 1: Christian kramer

**Name:** Christian Kramer

**Occupation:** Project Manager

**Company:** Global Connect

**Country:** England

**City:** London

Pleased to meet you, I'm Christian Kramer. I'm thirty-two years old and I'm a project manager for Global Connect. Currently, I'm working on a project in Delhi, India but I'm based in London. I travel a lot for my job but I really enjoy it. I've always been fascinated with India so my current project is a great opportunity to become more familiar with the Indian culture. I'm single and I live in Clapham which is located in South London. In my leisure time I enjoy meeting up with friends in the many pubs, bars, restaurants and late-night venues in the area of Clapham.

*Vocabulary For interview 1*

Vocabulary For interview 3

.

New Vocabulary Unit 2

Unit 6 The Annual Conference day 1

Dialogue 1: At The Welcome Reception

Maria Sanchez: Hi Mark great to see you. May I join you?

Christian Kramer: Hi Maria. Yes, of course. Swati, this is Maria.

Swati Chandook : Nice to meet you Maria.

Maria Sanchez: Nice to meet you too Swati.

Christian Kramer: It's good to see you again Maria. Are you still with Power World?

Maria Sanchez: No, I am now with Price and Warner.

Swati Chandook: What do you do Maria?

Maria Sanchez: I'm in Human Resources. What about you Swati, what do you do?

Swati Chandook: I'm a Cross Cultural Communication consultant.

Christian Kramer: Yes, Swati is helping us on our company's new project in India.

Maria Sanchez: Your work sounds really interesting Swati. Do you travel a lot?

Swati Chandook: Yes, a great deal.

### Vocabulary For Dialogue 1

May I join you

see you again Maria.

I am now with Price and Warner

What do you do

I'm in Human Resources.

Cross Cultural Communication

consultant.

India

### Dialogue 2: At The Bar

Maria Sanchez: Tell me more about you work Swati. It sounds really interesting. You mentioned that you travel a lot.

Swati Chandook: Yes, quite a bit.

Maria Sanchez: Do you enjoy it?

Swati Chandook: I usually do but sometimes it can be quite tiring.

Bartender: What can I get you ladies?

Maria Sanchez: I'll have a glass of the house red wine.

Swati Chandook : Me too.

Maria Sanchez: I can understand. I travel a lot too.

Swati Chandook : Do you have enough time for leisure?

Maria Sanchez: Some weeks I do. I work very long hours and I have a family too so at times it is hard to balance both. But yes, I try to take time for myself. My husband and I enjoy meeting up with friends whenever we get the chance. What do you do to relax?

Swati Chandook : Well, I spend a lot of time indoors, so I try to spend as much time as I can in the open air during my free time. I enjoy swimming and I run regularly and I like taking long walks with my two Golden Retrievers. I don't have a family so it's easier to find time for myself.

Maria Sanchez: I'm really glad we've met Swati.

Swati Chandook So am I Maria. Cheers.

Maria Sanchez: Cheers.

Vocabulary For Dialogue 2

sounds interesting

travel

quite a bit.

enjoy

usually

sometimes

quite

tiring.

Bartender

What can I get you

ladies

I'll have

glass

house red wine.

enough time for leisure

to work long hours

to have a family

to balance

both

try

to take time

relax

spend a lot of time indoors

to spend time

the open air

free time

enjoy

swimming

run

regularly.

find

glad

Cheers.

Dialogue 3: At The Conferance

Maria Sanchez: Tell me about a typical working day.

Swati Chandook: Well that's hard to say. I don't really have a typical working day. That is what I like about my work. I work with different clients on different projects. Some days, I can be running a meeting or a discussion, holding a workshop, quite often I am in my office or on the phone. What about you Maria?

Maria Sanchez: That's quite different from my day. You can usually find me in my office or in a meeting. I don't travel much, once or twice a year to attend a conference.

### Vocabulary For Dialogue 3

typical working day

that's hard to say working

different

clients

running a meeting

running a discussion

holding a workshop

in my office

on the phone

usually

find me

### New Vocabulary Unit 3

air

as

balance

bartender

Cheers.

clients

consultant.

Cross Cultural  
Communication

different

discussion



during

easier

enjoy

family

free time

glad

glass

hard

helping

holding

house

Human Resources

India

indoors

interesting

ladies

leisure

long

often

phone

really

red

regularly

relax

run

somedays

sounds

still

swimming

time

tiring.

travel

typical

understand

usually

weeks

wine

working

workshop

Unit 7 The Annual Conference Program

Text 1: The Program Day 1 & 2

## **ANNUAL LEADERSHIP CONFERENCE**

### **Program**

All events, unless otherwise noted, will be held at the Sheraton Atlanta Hotel.

### **Tuesday, April 18**

#### ***Pre-Conference Event***

5:00 p.m. – 6:30 p.m.

Welcome Reception and Registration

The Westin Buckhead Atlanta

### **Wednesday, April 19**

7:30 a.m. – 8:00 a.m.

Registration and Continental Breakfast

8:00 a.m. – 8:30 a.m.

Conference Kick-Off

8:30 a.m. – 9:00 a.m.

Meeting Room: Capitol North

Improving Safety Performance: The Roles of Culture, Procedure, and Technology

Meeting Room: Capitol South

The Soul of the New Leadership: What Today's and Tomorrow's Leaders Do to Drive Productivity, Innovation and Trust

9:00 a.m. – 10:00 a.m.

Meeting Room: Capitol North

The Trust Edge – How Top Leaders Gain Faster Results, Deeper Relationships, and a Stronger Bottom Line

Meeting Room: Capitol South

The Upside of Stress: Why Stress is Good for You & How to Get Good at It

10:00 a.m. – 10:30 a.m.

Morning Break

10:30 a.m. – 12:00 noon

Meeting Room: Capitol North

The Trust Edge – Part II

Meeting Room: Capitol South

Negotiating at Work

12:00 noon – 1:30 p.m.

Lunch

1:30 p.m. – 3:00 p.m.

Meeting Room: Capitol North

Hardwiring Accountability into Your Workforce

Meeting Room: Capitol South

Talent Retention: Retain the Best, Confront the Rest: How to Shake Up Your Organization in the War for Talent

3:00 p.m. – 3:30 p.m.

Afternoon Break

3:30 p.m. – 5:00 p.m.

Meeting Room: Capitol North

Delivering Presentations that Inspire Action

Meeting Room: Capitol South

Leading Change Outside the Lines

5:00 p.m. – 5:30 p.m.

Day 1 Recap and Closing Comments

6:00 p.m. – 9:00 p.m.

Cocktails and an Evening at the NBAA Comedy Club

Vocabulary For TEXT 1

annual

program

Leadership Conferance

all

events

unless otherwise noted

be held

Atlanta

hotel.

Tuesday

April

*Pre-Conference*

welcome reception

registration

Wednesday

Continental Breakfast

Conference Kick-Off

Meeting Room

soul

tomorrow's leaders

do

drive productivity

innovation

trust

improving

Safety Performance

roles

culture

procedure

technology

trust edge

top leaders

gain

faster results

deeper relationships

stronger bottom line

upside of stress

why

morning break

negotiating

lunch

hardwiring  
accountability  
into  
workforce  
talent retention  
retain the best  
confront the rest  
shake up  
organization  
the war for talent  
afternoon break  
delivering presentations  
inspire action  
leading change  
outside the lines  
day  
recap  
closing comments  
cocktails  
evening  
Comedy Club

Text 2: The Program Day 3

Thursday, April 20

7:30 a.m. – 8:00 a.m.

**Continental Breakfast and Networking**

8:00 a.m. – 8:15 a.m.

**Welcome and Day 2 Introduction**

8:15 a.m. – 9:30 a.m.

Meeting Room: Capitol North

**Personal Accountability**

Meeting Room: Capitol South

Engaging Men in the Battle for Advancement

9:30 a.m. – 10:00 a.m.

Meeting Room: Capitol North

**Leadership from the Customer's View**

Meeting Room: Capitol South

Reimagining Equality

10:00 a.m. – 10:30 a.m.

**Morning Break**

10:30 a.m. – 12:00 noon

Meeting Room: Capitol North

**How Winning Works: A Field Guide to Success**

Meeting Room: Capitol South

**Being Digital: Remaking Business for a Digital Economy**

12:00 noon – 1:30 p.m.

**Lunch**

1:30 p.m. – 3:00 p.m.

Meeting Room: Capitol North

**The Real Truth About Success**

Meeting Room: Capitol South

**Leading With Unstoppable Positivity**

3:00 p.m. – 3:30 p.m.

**Afternoon Break**

3:30 p.m. – 5:00 p.m.

Meeting Room: Capitol North

**Leadership: Accountability in Actions**

Meeting Room: Capitol South

**Building Your Team For Success**

5:00 p.m. – 5:30 p.m.

**Closing Remarks**

5:30 p.m. – 7:00 p.m.

**Closing Reception and Raffle**

Vocabulary For TEXT 2

Thursday

April

**networking**

**introduction**

**personal accountability**

engaging

men

battle

advancement

**leadership**



**customer's view**

reimagining

equality

**winning**

**works**

**field guide**

**success**

**being**

**digital**

**remaking**

**business**

**economy**

**lunch**

**real**

**truth**

**unstoppable**

**positivity**

**actions**

**closing remarks**

**closing reception**

**raffle**

New Vocabulary Unit 6

accountability

action

advancement

afternoon

annual

April

Atlanta  
battle  
being  
best  
bottom  
break  
breakfast  
business  
capitol  
change  
closing  
club  
cocktails  
comedy  
comments  
confront  
continental  
culture  
customer  
day  
deeper  
delivering  
digital  
do  
drive  
economy  
edge  
engaging  
equality  
evening  
events  
faster  
field

gain  
guide  
hardwiring  
held  
hotel  
improving  
innovation  
inspire  
into  
introduction  
kick-off  
leaders  
leading  
line  
men  
negotiating  
networking  
noon  
North  
noted  
organization  
otherwise  
outside  
part  
performance  
personal  
positivity  
*pre-  
conference*  
presentations  
procedure  
productivity  
program

raffle  
real  
recap  
registration  
reimagining  
relationships  
remaking  
remarks  
rest  
results  
retain  
retention  
roles  
safety  
shake  
soul  
South  
stress  
stronge  
success  
talent  
technology  
tomorrow  
top  
trust  
truth  
Tuesday  
unless  
unstoppable  
upside  
view  
war  
why