

Parts of the body in Business English

A. Note down the word or phrase under the picture corresponding to its meaning

a head office

a headset

a handset

letterhead paper

face-to-face

word-of-mouth

ahead of schedule

a handout

a footnote

a headhunter

hands-on experience

a right-hand man

			
			
			

B. Complete the sentences using the words from exercise A, changing the form if necessary

1. _____ are useful, as providing helpful supplementary information and citations at the bottom of a page of text.
2. Essentially, a professional _____ is a highly skilled industry expert, who is employed by a major company (the client company) to seek out a 'difficult to find' individual.
3. The construction is set to be completed Oct. 28, but work is running _____ and it could open much sooner.
4. I have _____ with a range of computer applications and I work well with others in stressful situations.

Body English With Answer Key

Victor M. Corman



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