

### **Тема 3. В офисе (At the office).**

#### **Text**

At the appointed time Ivan arrived at Mr. Freiser's office by car. Mr. Freiser greeted Ivan with warm smiles and kind words.

*Frank:* Oh, Ivan I haven't seen you for ages. How are you getting on these days?

*Ivan:* Not bad. I hope you are doing well too.

*Frank:* I would say so. How are your classes, young man?

*Ivan:* I understand you are kidding but I like the sessions we are having here. There are a few important things I have learned here. And I've met some businessmen whose business looks very promising for us.

*Frank:* Good for you. And would you like some tea or coffee before we get down to business.

*Ivan:* Some coffee, please.

*Frank:* The secretary will bring coffee for us in a minute.

*Ivan:* I believe we could speak about our business now, if you don't mind.

*Frank:* I agree with you here. We studied your enquiry for our security devices and we could offer you some very modern ones.

*Ivan:* Could I see them while I'm here? Then it will be much easier for me and the General Director of my company to make a decision about the range of devices to buy.

*Frank:* No problem. Our Production Director will take you to our production shop and you will see all the devices we are offering to our customers at present. We have sold quite a lot of each type and we have not got a single complaint. They have never failed our customers.

*Ivan:* It sounds very convincing. And will the Production Director be coming soon?

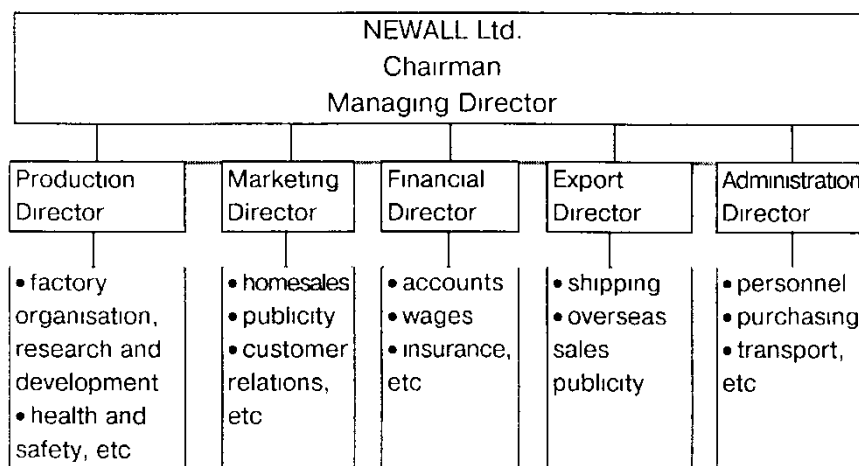
*Frank:* The Secretary will invite him after we have coffee.

*Ivan:* I see.

*Frank:* By the way, here is the latest organigram of our company. You may have a copy if you wish.

*Ivan:* Thank you. It will help me to speak with the Production Director.

*Here is the organigram of Mr. Freiser's company:*



### Words and expressions

<b>warm</b>	теплый
<b>smile</b>	улыбка
age	век, возраст
<b>get on</b> <b>He видел вас целую вечность.</b>	поживать
<b>I haven't seen you for ages.</b>	
How are you <b>getting on</b> ?	Как поживаете?
<b>to kid</b>	шутить
Are you <b>kidding</b> ?	Вы шутите?
<b>security</b>	безопасность
<b>device</b>	прибор, приспособление
<b>modern</b>	современный
<b>much easier</b>	намного легче
<b>production</b>	производство
<b>production director</b>	начальник производства
<b>production shop</b>	цех
<b>type</b>	тип, вид
<b>complaint</b>	жалоба, претензия
<b>to fail</b>	подводить; не суметь <ul style="list-style-type: none"> <li>• <i>Часто переводится отрицательной частицей не.</i>  <i>Например: He failed to send a letter in time. (Он не отправил вовремя письмо)</i></li> </ul>
<b>to fail somebody</b>	подводить кого-либо
<b>to convince</b>	убеждать
<b>convincing</b>	убедительный
<b>to sound convincing</b>	звучать убедительно

<b>organigram</b>	схема управления
<b>managing</b>	управляющий
<b>research</b>	исследования
health	здоровье, охрана здоровья
<b>homesales</b> <b>безопасность</b>	продажи внутри страны, внутренняя торговля
<b>safety</b>	
<b>publicity</b>	реклама, известность
<b>relations</b>	отношения
<b>customer relations</b>	отношения (связи) с покупателями
wages	заработная плата, обычно — для рабочих; для служащих — <i>salary</i>
<b>shipping</b> <b>страхование</b>	отгрузки (транспорт)
<b>insurance</b>	
<b>personnel to purchase</b>	штат, персонал покупать
<i>syn. to buy</i>	

## Exercises

### 1. Read the following:

- |  |  |
|--|--|
| • How are you getting on?<br>I hope you are doing well.<br>How are your classes, young man?<br>I understand you are kidding. | • I like the sessions we are having. This business looks promising for us. The secretary will bring some coffee. We are offering these devices now. He is Managing Director. |
|--|--|

### 2. Underline the answers true to the text:

- |   |  |
|---|--|
| • With what did the businessmen start the talk after greetings? | With Ivan's sessions.<br>With speaking about devices Mr. Freiser's company produced.<br>With discussing the company's organigram.        |
| • Did Mr. Freiser offer anything to drink?                      | Yes, he did, he offered tea only.<br>Yes, he did, he offered coffee only. Yes, he did, he asked what Ivan wanted to have, tea or coffee. |
| • Had Ivan sent any enquiry to Mr. Freiser?                     | Yes, he had.<br>No, he hadn't.<br>It is not quite clear.   |
| • What devices did Mr. Freiser offer?                           | Some security devices.<br>Some modern transport devices.<br>Some safety devices.   |

<ul style="list-style-type: none"> <li>• Did Ivan want to see these devices on the production floor?</li> </ul>	<p>Yes, he did.</p> <p>No, he didn't</p> <p>It is not quite clear.</p>
<ul style="list-style-type: none"> <li>• Who was to show Ivan round the factory and offices?</li> </ul>	<p>The Managing Director.</p> <p>The secretary.</p> <p>The Production Director.</p>

### 3. Insert prepositions:

... the appointed time Ivan arrived... Mr. Freiser's office... car. Mr. Freiser greeted Ivan... warm smiles and kind words.

Oh, Ivan, I haven't seen you.. ages.

Would you like tea or coffee... we get down... business?

The secretary will bring some coffee... us... a minute.

I believe we could speak... our business now.

I agree. . you.

### 4. Insert articles, if necessary:

It will be much easier for me and ... General Director of my company to make .. decision about... range of devices to buy.

Our Production Director will take you to our production shop and you will see all... devices we are offering to our customers at... present.

We have sold quite... lot of each type and we have not got... single complaint.

### 5. Choose the correct variant:

They (*have, has*) never failed our customers.

It (*sound, sounds*) very convincing.

And will the Production Director (*coming, be coming*) soon?

The secretary will invite him after we (*have, had*) coffee.

You may (*have, had*) a copy of the latest organisation of our company.

### 6. Match English and Russian equivalents:

<p>I haven't seen you for ages. How are you getting on?</p>	<p>Вы хотите кофе, пока мы не приступили к делам.</p>
<p>I hope you are doing well too. Would you like some coffee before we get down to business?</p>	<p>Мы могли бы поговорить о делах, если вы не возражаете. Я с вами согласен.</p>
<p>We could speak about our business, if you don't mind.</p>	<p>Мы не виделись целую вечность. Как у вас идут дела?</p>
<p>I agree with you here.</p>	<p>Надеюсь, что у вас тоже все хорошо.</p>

### 7. Find equivalents in the text:

Мы рассмотрели ваш запрос на наши охранные устройства, и можем предложить вам очень современные устройства.

Можно, их посмотреть, раз уж я здесь?

Мне и генеральному директору будет намного легче решить, какие именно устройства нужно купить.

Наш начальник производства покажет вам производственный цех.

Вы увидите все устройства, которые мы предлагаем сейчас нашим покупателям.

Мы уже продали достаточно большое количество. Мы не получили ни одной жалобы.

Они ни разу не подвели наших покупателей.

Это звучит очень убедительно.

**8. Complete the dialogue and act out a similar one:**

— I believe we could get down to business, if you don't...

— I agree with you here. We studied... and we could offer...

— Could I see...? When it will be much easier... range of devices to buy.

— No problem. Our... take you to our production... and you will see all... We have sold... not a single... They... failed...

— It sounds...

**9. Translate into Russian:**

Frank said they had not met for ages.

He asked Ivan how he was getting on.

Ivan answered that he was doing well.

When Frank asked him about his classes he understood that Frank was kidding a little.

Ivan confirmed that he liked the sessions and the Programme on the whole.

Before they got down to business Frank asked him if he wanted some coffee or tea.

Frank also said the secretary would bring some coffee very soon.

**10. Have a look at the organigram of Mr. Freiser's company and say for what each director was responsible.**

**11. Say what director Mr. Freiser was, to your mind.**

**12. Imagine you work for a certain company. Make its organigram.**