

UNIT 1

COMMUNICATION

2. Complete the sentences with the correct form of a word from the box.

1. The presenter a little to give the audience some background information.
2. Despite your explanations, I'm not sure I understand, so I hope you your position soon.
3. Good communicators avoid complicated terminology and jargon so as not totheir listeners.
4. Our discussion was by several phone calls, so I soon lost the thread.
5. The best sales reps are those who can with customers as well as with colleagues.
6. Practical examples, illustrations and graphs can all be more useful than words when you are trying to something complex.
7. The speaker tended to a lot, so that many in the audience forgot what the main topic was or stopped altogether.

3. Translate the sentences above from English into Russian.

clarify confuse digress engage explain interrupt listen ramble