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ITALIAN BUSINESS SITUATIONS

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and Gianfranca
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ITALIAN BUSINESS SITUATIONS

A spoken language guide

**Vincent Edwards
and
Gianfranca Gessa Shephard**



London and New York

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How to use this book

The spoken situations which follow are intended to cover a wide range of business interactions, from the brief and informal through to the more formal and prolonged exchange typical of the negotiating or interview situation. The user is encouraged not simply to read the situations together with their parallel English version, but to attempt, individually or in group work, with the help of the recording if applicable, the following exploitation exercises:

- using the original situations as models, construct dialogues on similar lines with the available vocabulary
- use the situations, or sections of them, as the basis for role-play exercises
- interpreting practice Italian/English, English/Italian
- practice in oral summary (i.e. listen to the recorded Italian version, and then summarize the content, in English or in Italian)
- oral paraphrase: listen to one version, then recount it using different expressions, but attempting to keep the same meaning
- transcription/dictation practice from the recording
- translation practice Italian/English, English/Italian

The material in the situations is intended as a basis for further expansion and exploitation, and is ideal for use in in-house training programmes, or in open learning centres, as well as for individual use.

Please note that English typesetting conventions have been followed throughout this book.

Sezione I

Section I

Al telefono

On the telephone