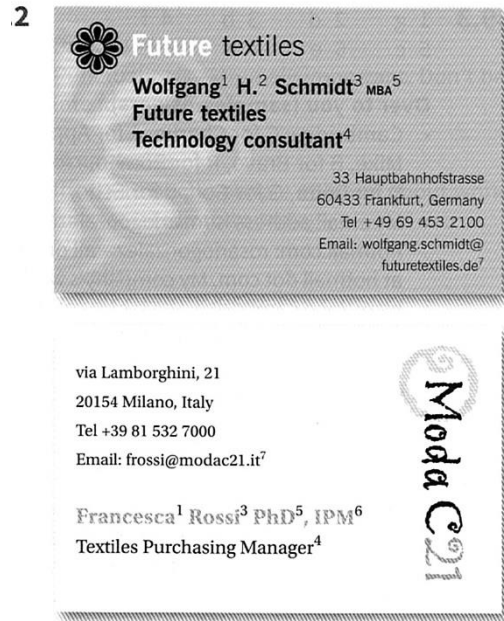


# Business communication 1: staying in touch

## SOLUTIONS

- .1
- 1 George should have taken the card with both hands.
  - 2 He shouldn't have written on it.
  - 3 He did not read it carefully.
- 4 He should have treated it with more care and respect, and put it somewhere such as his briefcase.
- 5 He should have ensured that he had enough business cards of his own.



- .3
- 1 email address
  - 2 attachment
  - 3 get back to me
  - 4 to give me a call
  - 5 by courier

### Over to you (sample answer)

Dear Leila,

It was very nice meeting you at the IT conference in San Antonio. Hope you got back to Beirut OK. Please find attached, as promised, some information about my institution, Heriot-Watt University, and its Department of Information Technology. We offer PhD courses, with a large number of overseas students. The university is just outside Edinburgh, and an ideal place to study – I hope the attached information is useful. Please don't hesitate to get in touch if you require any further information.

Best regards,  
Daniella