**Learning Goals**

In this class, you will learn language to do the following:

- Give advice to foreign colleagues.
- Discuss greeting customs in different countries.
- Use polite phrases when giving advice.
- Talk about gift-giving and business entertainment customs.
Giving Advice to Foreign Colleagues
Advanced

- Do you work with people from other countries? Which countries?
- Have you ever worked outside your native country?
Advice to Foreign Colleagues: Greetings
Advanced

• In your country, how do people greet and address each other?
• Is it important to exchange business cards? If so, when and how?
• What advice would you give to a foreign colleague visiting your country?

Vocabulary

You should/shouldn’t _______.
It's important to/not to ________.

It's better not to ________.
It's a good idea to ________.
Advice to Foreign Colleagues: Gift-giving

Advanced

Advise a foreign colleague on gift-giving customs in your country.

• Is it customary to give a gift to a business associate?
• If so, what kind of gift is appropriate, and when do you present it?
• What kinds of gifts are inappropriate?

Vocabulary

| gift certificate | local crafts |
| designer accessories | bribe |
Advice to Foreign Colleagues: Business Entertainment

Advanced

• Is it customary to entertain business associates outside the office? If so, what kind of entertainment is most common?
• Is it rude to decline an invitation?
• Do people discuss or avoid discussing business topics outside the office?
• Do you have any special advice for female colleagues?
Links for Further Study
Advanced

Grammar Center: Modal Verbs to Express Preference
https://edge.globalenglish.com/GrammarCenter/Details/modalverbs/advice/100365
GlobalEnglish One >> Study >> Grammar >> Verb and Verb Forms >> Modal Verbs

Culture Notes: Find Out About Advertising in Other Countries
https://edge.globalenglish.com/culturenotes/topic/7/0#/0
GlobalEnglish One >> Work >> Culture Notes >> View by Topic >> Marketing >> Advertising