

The Seven Sins of Deadly Meetings

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Deadly Meetings* 1

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Sin #1

*People don't take
meetings seriously.
They arrive late, leave
early, and spend most
of their time doodling.*

Sin #2

*Meetings are too long.
They should accomplish
twice as much in half
the time.*

Sin #3

*People wander off
the topic.
Participants spend
more time digressing
than discussing.*

Sin #4

*Nothing happens
once the meeting
ends. People don't
convert decisions
into action.*

Sin #5:

*People don't tell
the truth.*

Sin #6

*Important information
is missing,
so participants need
to postpone critical
decisions.*

Sin #7

*Meetings never get
better. People make
the same mistakes.*

By
Usana



Business Card Etiquette

Test your knowledge of foreign business etiquette. Which hand? What to do? What to write? What to say? Have fun and good luck...

1. In the Philippines who should give the business card first?

- A) The visitor
- B) The host

2. In Sri Lanka which hand should you **not** use to pass business cards?

- A) Left
- B) Right

3. When meeting a group of people in Venezuela you should give your business card to...

- A) Only the most senior person
- B) Everyone
- C) No-one

4. Which of these should you **not** do to a South Korean's business card?

- A) Look at it.
- B) Comment on it.
- C) Write on it.

5. What language should you ideally translate your business cards into if going to Taiwan?

- A) Japanese
- B) Cantonese
- C) Mandarin

6. What color ink is best for business cards in China?

- A) Gold
- B) Black
- C) Green

7. You should accept cards in Japan with.....

- A) Right hand
- B) Left hand
- C) Both hands

By
Pigaporn

Let's check the answers

1. A 2. A 3. A 4. C 5. B 6. C 7. C



HERE'S THE ANSWER

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If you would like to end a conversation at work or at conference, what would you say?



Ending a more formal conversation (at work):

Conversation 1

"Anyway, I should get back to work."

"Yeah, me too. See you later."

"I should get back to work" is a good way to end a conversation with a co-worker that is not related to work – for example, if you are chatting with your colleague about weekend plans or other interests.

Conversation 2

"Well, I know you're busy, so I don't want to keep you."

"That's OK. Nice talking to you."

"I don't want to keep you" is a way to say that you respect the other person's time, so you won't continue the conversation for hours and hours. This also signals that the conversation is coming to an end. It is often used during phone calls.

Ending a more formal conversation (at conference):

Pre-closing	Follow up	Closing
It's been nice talking to you.	I'll give you a call.	Let me give you my business card.
It's been great talking with you.	I'll send you an e-mail.	Here's my e-mail/office number.
I really enjoyed meeting you.	We'll send out that information right away.	I look forward to seeing you again.
It was nice meeting you, Mr. Brown.	Could I contact you by e-mail/ at your office?	Call me if you have any questions.
I'm sorry, but I have to go now.	How do I get in touch with you?	We'll see you on Friday.
I'm afraid I have to leave now.	How can I reach/contact you?	See you next week.
		Let's keep in touch by e-mail.
		We'll be in touch.
		E-mail me.



Adapted from: <http://www.espressoenglish.net/how-to-end-a-conversation-in-english>

http://www.eslgold.com/speaking/ss_closing_conversation.htm

Amazing Facts about Countries Around the World

Almost entirely treeless – Haiti.



On the opposite end of the spectrum is Haiti, a country that has been so badly deforested that you can tell where it borders the Dominican Republic by looking at a satellite image.

Almost entirely covered in jungle – Suriname.

With 91% of its land covered in jungle Suriname's half-a-million residents live primarily along the coast near the capital. Only 5% of the population (mainly indigenous people) live inland.

Most of its citizens live abroad – Malta.

After some rough economic times coupled with an increased birth rate, Malta experienced significant emigration. It was so significant that there are now more Maltese living abroad than within the country itself.

Most likely to disappear beneath the waves – Maldives.

With all the talk of global warming and rising sea levels, it is the residents of the Maldives that have the greatest reason to fear. With an average height of around 1.8 meters above sea level their nation is the lowest on Earth.



Largest country with no farms – Singapore.

Although there are a number of small nations in the world that show no hint of having an agriculture-based economy, (take Vatican City for example) Singapore is the largest of these urban city-states.



Produces most of the world's oxygen – Russia.

Siberia is home to approximately 25% of the world's forests that span an area larger than the continental United States, making Russia the largest converter of CO₂ into breathable compounds.

Most overweight population – Nauru.

With over 95% of its population being overweight, the small island nation of Nauru is by far the fattest country on Earth. Its obesity epidemic is primarily attributed to the importation of western fast food that coincided with an increased standard of living in the 20th century due to the global popularity of its phosphate exports. It's almost non sequitur...almost.



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