

Internships abroad

- An internship is an essential part of a university education.
- It's normal to work without pay when you are an intern.
- Every student needs to experience life in another country.
- It isn't difficult to adapt to a different culture.

Business activities



- Raw materials
- USP
- B2B
- Supplier
- Consumer
- Competition

Internship

- **Reasons – gain experience, advantage in the job market, decide if this is the right career, gain confidence, enhance CV, live on your own, language, new people, learn about country, new culture**
- **Search + arrangements**
- **Documents – passport/ID, visa**
- **Transport - tickets**
- **Insurance – health service**
- **Accommodation – in advance, bills, agreement – notice**
- **Opening a bank account**
- **Mobile phone**

Internship – culture differences

- The importance of personal relationships in business
- Punctuality
- Making decisions (quick/slow decision-making)
- Formality (the use of first names)
- The treatment of women
- Taking the initiative (hierarchy)
- Work-life balance

Giving dates

- **We write** **12 January 2021/ January 12 2021**
- **We read** **the twelfth of January twenty twenty-one**
 - **January the twelfth two thousand and twenty-one**
 - **1900**
 - **1905**
 - **1910**
 - **2000**
 - **2008**
 - **2010**
 - **Prepositions** **on 12 January 2021**
 - **in May, in 2021**

Symbols

@	at
:	colon
/	slash
#	hash
\	backslash
_	underscore

Prepositions of time

___ 2021

___ 10 o'clock

___ yesterday

___ Christmas

___ Christmas Day

___ 16 March

___ today

___ the morning

___ spring

___ next March

___ Sunday

___ New Year's Day

___ March

___ the evening

___ night

___ the weekend

Small talk

- **polite conversation about unimportant or uncontroversial matters, in social occasions (make small talk)**
- **Topics: neutral**
 - weather,
 - job,
 - journey,
 - home country,
 - hobbies,
 - hotel,
 - sightseeing,
 - cuisine – good restaurants, etc.

Family?

Taboo topics

Meeting people – Small talk

- **How to keep the conversation going?**

Listen to what the other person is saying...

Ask follow-up questions – show your interest...

Give comments but do not judge

Share things about yourself

Start a conversation

Excuse me, is this seat free?

It's good coffee, isn't it?

Did you like the presentation?

Do you know the keynote speaker?

Asking questions correctly, Question words – What, When, Why, Where, How, How much?

Practice – be curious

Introduction

- **Meeting people for the first time**
- **Formal/Informal?**
- **Formal** *Let me introduce myself...*
- *May I introduce myself....*
- **Informal** *My name's I'm Name.*
-
- **Answers**
- **Formal** *How do you do?*
-
- *Pleased to meet.*
- *Glad to meet you.*
- *Nice to meet you.*

Introduction

- **Formal/Informal?**
- **Formal** *Let me introduce Mr Brown to you.*
- *May I introduce Mr Smith to you.*
- **Informal** *This is Peter. This is Anna.*
- *Peter. Anna.*
- *Have you met Peter?*
- *I don't think you have met Anna.*
- **Answers**
- *Pleased to meet.*
- *Glad to meet you.*
- *Nice to meet you.*

Introduction

- ***How are you?***
 - *How are you doing?*
 - *How are things with you?*
 - *How is life?*
 - *How are you keeping? etc.*
- **Answers**
- **Formal**
 - *I am very well, thank you.*
 - **Less formal**
 - *I'm fine, thanks. / Fine, thanks. And you?*
 - *(Not bad. So so. Still alive.)*

Introduction

- **My name's *full name* . (spelling)**
- **I'm from the Czech Republic. I live in**
- **I was born on 17 November 1999. I'm 20 years old./ I' 20.**
- **I'm a student. I study at Silesian University in Opava, School of Business Administration in Karvina. I study economics. My field of study is**
- **I'm a part-time student.**
- **I'm an intern.**
- **Telephone number**
- **Postal address**
- **Email address @ at**
- **Twitter account name**