

close a deal

When we say that we have closed a deal, we mean that we have successfully reached an agreement after a period of bargaining or negotiation. For example, "The meeting went very well, and I think we might close the deal pretty soon".

How would you feel if you heard your company had just closed an important deal? If I heard ..., I'd feel ...



Students read Lesson 8 on page 53

Writing a report

For information on how to approach writing sections in class, please see page II of the Introduction. Optional writing homework titles can be found at the back of the book.

impersonal

layout

approach (n)

table of contents

appendix (plural: appendices)

summary

section

terms of reference

procedure

heading

subheading

recommendation

Key information:

- **Highly organized document:** written for specific person or group of people (boss at work, member of other organization, committee etc.).
- **Provides information on particular situation or event:** people then usually use report and its conclusions to make decisions.
- **Formal and impersonal style:** avoid use of contractions; avoid using pronoun "I" in main paragraphs if possible (can use passive voice instead – for example, "they were interviewed" instead of "I interviewed them").