

## SAYING HELLO AND GOODBYE CORRECTLY

EASY

Here are some easy phrases to use when you meet new people or say good-bye to people.



### Meeting and Greeting

Your first time to the customer?

You: Hello! I'm... Nice to meet you!

They: Hi! I'm ....! It's nice to meet you, too!

Returning to your customer?

You: Hello! It's nice to see you!

They: Hi! It's nice to see you, too!

Next step:

You: How are you?

They: Fine, thanks. And you? What's new with you?

Very proper:

You: How do you do?

They: How do you do?

### Saying Goodbye

Your first time to the customer?

You: It was nice meeting you!

They: It was nice meeting you, too! We hope to see you again soon!

A client of yours?

You: Have a great day! See you soon!

They: Yes, you too! Have a great week!

Alternatives:

You: It was a great visit! Thanks so much!

They: I'm glad you enjoyed it! I look forward to seeing you next time. Bye, now.

Very proper:

You: Thank you so much. It was a pleasure.

We: Not at all! The pleasure was all mine!

## KEEP YOUR ENGLISH SUMMER FRESH!

MEDIUM

CEC aims at making its clients into self-sufficient learners by exploring the optimum way each individual learns. That means, we get to know you and offer you a variety of methods that work best for you. But what if you have been taking a course and now have a summer break? How can you keep your English from getting rusty? Here are a number of easy things you can try out for yourself:

- 1.) WRITE your trainer postcards in English.
- 2.) READ books / magazines, etc. There are plenty of materials available for English language learners.
- 3.) WATCH DVDs in English or TV in English with subtitles.
- 4.) TRAIN THE BRAIN: Think in English when driving, walking, biking, brushing your teeth. Like a fitness studio builds your body, this exercise builds your brain cells and trains your brain to switch into the language faster.
- 5.) POST IT vocab lists. Make a list of five words a week. Post it in the bathroom, on the toilet, in the kitchen, wherever. Best with simple drawings of the words or associated images (mini mindmaps).
- 6.) LISTEN in English. CEC Online, broadcasts on the Internet, downloadable MP3 files to play in the car or on your iPod / MP3 Player, or books on CD. Even YouTube could work for you!

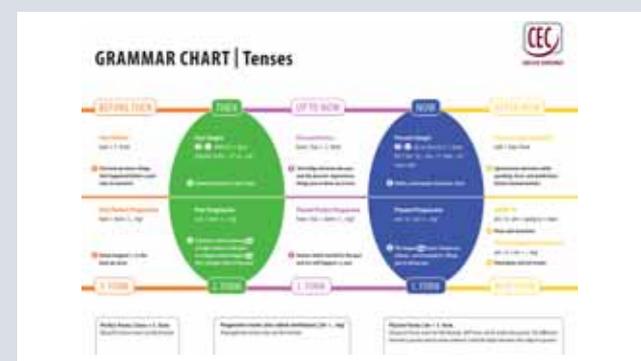
Is learning English expensive? Certainly not with CEC! You get quality and individual attention for very competitive prices.

Intensive Week: Why leave for London or Malta? Our week-long intensive English training takes place indoors and outdoors, and you can return to the comfort of your own home each night. The 20 hours include lunch each day.

Tutoring: *Nachhilfe, Matura, Berufsreifeprüfung*

Get a "Grip on Grammar": In just 6 hours, we can give you the tools you need to master the English tenses. An additional 14 hours of training in speaking and writing correctly is recommended.

One-to-One Coaching and Training: Minimum 20 hours. Ask whether you qualify for financial support!



## Vocabulary

associated images

financial support

How do you do?

(nicht: Wie geht's Ihnen? = How are you?)

I look forward

to seeing you

It was a pleasure!

It's nice to see you!

Nice to meet you!

Not at all!

optimum

rusty

self-sufficient

switch into

tenses

assoziierte Bilder

Förderung

Grüß Gott!

Ich freue mich Sie zu

sehen (das nächste Mal)

Es war mir ein Vergnügen!

Schön Sie wieder zu sehen!

Schön Sie kennen zu lernen!

Keine Ursache!

optimal

verrostet

unabhängig

wechselln

hier: Zeitformen

# Warren Buffet's 10 Golden Rules to Creating Wealth – Part 2 of 2

(resource: blog post on XING)

ADVANCED



Last month, we featured the first 5 Golden Rules that Warren Buffett believes in, in managing money. With an estimated fortune of \$ 62 billion, Warren Buffett is the richest man in the entire world. Here are the rest of the top 10 money-making ideas Buffet recommends.

6. Limit What You Borrow: Living on credit cards and loans won't make you rich. Warren Buffett has never borrowed a significant amount – not to invest, not for a mortgage. He has gotten many heart-rendering letters from people who thought their borrowing was manageable but became overwhelmed by debt. His advice: Negotiate with creditors to pay what you can. Then, when you're debt-free, work on saving some money that you can use to invest.

7. Be Persistent: With tenacity and ingenuity, you can win against a more established competitor. Warren Buffett acquired the Nebraska Furniture Mart in 1983 because he liked the way its founder, Rose Blumkin, did business. A Russian immigrant, she built the mart from a pawnshop into the largest furniture store in North America. Her strategy was to undersell the big shots, and she was a merciless negotiator. To Warren Buffett, Rose embodied the unwavering courage that makes a winner out of an underdog.

8. Know When to Quit: Once, when Warren Buffett was a teen, he went to the racetrack. He bet on a race and lost. To recoup his funds, he bet on another race. He lost again, leaving him with close to nothing. He felt sick – he had squandered nearly a week's earnings. Warren Buffett never repeated that mistake. Know when to walk away from a loss, and don't let anxiety fool you into trying again.

9. Assess the Risk: In 1995, the employer of Warren Buffett's son, Howie, was accused by the FBI of price-fixing. Warren Buffett advised Howie to imagine the worst and best case scenarios if he stayed with the company. His son quickly realized that the risks of staying far outweighed any potential gains, and he quit the next day. Asking yourself, "And then what?" can help you see all of the possible consequences when you're struggling to make a decision -- and can guide you to the smartest choice.

10. Know what Success Really Means: Despite his wealth, Warren Buffett does not measure success by dollars. In 2006, he pledged to give away almost his entire fortune to charities, primarily the Bill and Melinda Gates Foundation. He's adamant about not funding monuments to himself -- no Warren Buffett buildings or halls. "I know people who have a lot of money," he says, "and they get testimonial dinners and hospital wings named after them. But the truth is that nobody in the world loves them. When you get to my age, you'll measure your success in life by how many of the people you want to have love you actually do love you. That's the ultimate test of how you've lived your life."



## Vocabulary

adamant  
debt  
heart-rendering  
ingenuity  
merciless  
mortgage  
pawnshop  
persistent  
price-fixing  
recoup  
squandered  
tenacity

unüberwindbar  
Schulden  
herzerreißend  
Scharfsinn  
gnadenlos  
Hypothek  
Pfandhaus, Leihhaus  
hartnäckig  
Preis absprechen  
wieder reinholen  
verwirschaftete  
Tenazität