

<b>1.</b>	<b>The company</b>	<b>8</b>
	How it all began	
<b>2.</b>	<b>The interview</b>	<b>18</b>
	Presenting oneself	
<b>3.</b>	<b>Preparing the business trip</b>	<b>28</b>
	Preparing the flight & Booking a room	
<b>4.</b>	<b>Arriving in a foreign country</b>	<b>38</b>
	Passport problem & Luggage trouble	
<b>5.</b>	<b>Renting a car</b>	<b>49</b>
	Bureaucratic baggage	
<b>6.</b>	<b>First contact with the natives</b>	<b>60</b>
	Traffic problems and hotel trouble	
<b>7.</b>	<b>Buying things</b>	<b>70</b>
	Running around the shops	
<b>8.</b>	<b>Visiting business partners</b>	<b>80</b>
	Arranging an appointment	
<b>9.</b>	<b>A speech of intention</b>	<b>94</b>
	Smoothing over fears	
<b>10.</b>	<b>Visiting the trade fair</b>	<b>106</b>
	Checking out the booth of MEDIMAKE	
<b>11.</b>	<b>Selling successfully</b>	<b>116</b>
	Too many cooks spoil the broth	
<b>12.</b>	<b>Mastering meetings</b>	<b>128</b>
	Not an ordinary set of scales	
<b>13.</b>	<b>Successful presentation</b>	<b>138</b>
	The Body & Soul Styler	
<b>14.</b>	<b>Cross-cultural difficulties</b>	<b>151</b>
	Putting one's foot in it	
<b>15.</b>	<b>Showing visitors around</b>	<b>163</b>
	A guided tour of the plant	
<b>16.</b>	<b>Discussing the merger</b>	<b>172</b>
	Fears of wasting away	
<b>17.</b>	<b>Small talk and networks</b>	<b>183</b>
	Golf and business	
	Classroom activities	190
	Top 30 mistakes quiz	192
	Key to the exercises	196