

3rd Edition

Elementary

MARKET LEADER

Business English Practice File

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Contents

	LANGUAGE WORK			TALK BUSINESS	
	VOCABULARY	LANGUAGE REVIEW	WRITING	SOUND WORK	SURVIVAL BUSINESS ENGLISH
UNIT 1 INTRODUCTIONS <i>page 4 / page 54</i>	Review and extension: Countries and nationalities	<i>to be</i>	Editing E-mails	Individual sounds: Countries and nationalities Connected speech: Linking words together Stress and intonation: Stressed syllables	Introducing yourself and others Listening practice
UNIT 2 WORK AND LEISURE <i>page 8 / page 56</i>	Work and leisure activities Days, months, dates Review and extension: Prepositions	Present simple Adverbs and expressions of frequency	Spelling Capital letters Forms E-mails	Individual sounds: <i>/ɪ/</i> and <i>/aɪ/</i> Third person -s Connected speech: Linking words together	Questions and answers Listening practice
UNIT 3 PROBLEMS <i>page 12 / page 58</i>	Problems at work <i>too/enough/very</i>	Present simple: negatives and questions <i>Have; some and any</i>	Spelling Punctuation Linkers: <i>and/but</i> Letters	Individual sounds: The letter <i>a</i> Connected speech: <i>Do you?</i> Stress and intonation: Stressing important words	What's the problem? Listening practice
UNIT 4 TRAVEL <i>page 16 / page 60</i>	Travel Collocations Review and extension: Prepositions	<i>can/can't</i> <i>there is/there are</i> Extension: <i>there and it</i>	Editing Hotel bookings	Individual sounds: The letter <i>o</i> Connected speech: <i>can/can't</i> Stress and intonation: Polite requests	Using stress to correct information Listening practice
UNIT 5 FOOD AND ENTERTAINING <i>page 20 / page 62</i>	Review and extension: Eating out Review and extension: Collocations	Countable and uncountable nouns <i>much, many a lot of</i>	Editing Messages E-mails	Individual sounds: <i>/ɪ/</i> and <i>/i:/</i> Connected speech: Weak forms: <i>for, some, of</i> Stress and intonation: Word stress	Eating out Listening practice
UNIT 6 BUYING AND SELLING <i>page 24 / page 64</i>	Review and extension: Buying and selling Extension: Collocations	Past simple	Editing Letters	Individual sounds: Matching sounds Forms of <i>to be</i> Stress and intonation: Regular past forms	Sales talk Listening practice
THE SOUNDS OF ENGLISH: <i>page 52</i>		USING A DICTIONARY: <i>page 53</i>		SOUNDS AND SPELLING: <i>page 53</i>	

	LANGUAGE WORK			TALK BUSINESS	
	VOCABULARY	LANGUAGE REVIEW	WRITING	SOUND WORK	SURVIVAL BUSINESS ENGLISH
UNIT 7 PEOPLE page 28 / page 66	Adjectives to describe people Prepositions	Past simple: negatives and questions Question forms	Linkers: <i>because/but/so</i> Editing	Groups of consonants Connected speech: Linking words together Stress and intonation: <i>Wh-</i> questions	Management issues Listening practice
UNIT 8 ADVERTISING page 32 / page 68	Advertising and markets	Comparatives and superlatives Extension: <i>much/a lot, a little/a bit</i>	E-mails	Individual sounds: The <i>schwa</i> sound: /ə/ Connected speech: Comparative forms Stress and intonation: Word stress	Meetings Listening practice
UNIT 9 COMPANIES page 36 / page 70	Companies	Present continuous Present simple or present continuous?	Editing Company literature	Silent letters Connected speech: <i>are, aren't, isn't</i>	Talks and presentations Listening practice
UNIT 10 COMMUNICATION page 40 / page 72	Internal communication Prepositions	Future forms	Word order E-mails	Individual sounds: /v/ and /w/ Connected speech: Future forms Stress and intonation: Using stress to correct information	Making arrangements Listening practice
UNIT 11 CULTURES page 44 / page 74	Company cultures	<i>should/shouldn't</i> <i>could/would</i>	Linkers: <i>and/ because/ but/ so</i> Topic sentences	Groups of consonants Connected speech: <i>should and shouldn't</i> Stress and intonation: <i>Schwa</i> in unstressed syllables Sounding polite	Conversations Listening practice
UNIT 12 JOBS page 48 / page 76	Skills and abilities Prepositions	Present perfect Past simple or present perfect?	Word order Job applications	<i>-ed</i> endings Individual sounds: /ɒ/ and /ɔ:/ Connected speech: Contractions	A job interview Listening practice

SHADOWING:
page 53

ANSWER KEY:
page 78

AUDIO SCRIPTS:
page 89

Introductions

VOCABULARY

A Write the letters in the correct order to make the names of countries.

- | | | | |
|----------|--------------------|-------------|-------|
| 1 Cainh | <i>China</i> | 4 Planod | |
| 2 Risasu | | 5 Gyranem | |
| 3 Sendew | | 6 Aganirten | |

B Write the missing letters to make nationalities.

- | | |
|--|-----------------------------------|
| 1 Fadhilah is <u>O</u> m <u>a</u> n <u>i</u> . | 4 Ms Isabel Caceres is S__n i__h. |
| 2 Mr Nakamura is J_p_n_ _ _. | 5 Andrew Harrison is E__l__h. |
| 3 Christophe Boulan is F__n__h. | 6 Vassiliki is G__e__. |

C Use the clues to complete the crossword puzzle.

Across

- Philip Clarke is the CEO of Tesco, the largest *British* supermarket chain. (7)
- Ingvar Kamprad, founder of Ikea, is from (6)
- companies like Microsoft and GE are among the world's most respected companies. (2)
- Toyota and Nissan are two carmakers from (5)
- Lee Kun-hee is Chairman of Samsung, the famous technology company. (6)

Down

- Natura, Petrobras and Weg are three companies from (6)
- Lakshmi Mittal is from He is Chief Executive of Arcelor Mittal, the world's biggest steelmaker. (5)
- Nestlé is one of the most famous companies. (5)
- Nokia, a company, makes high-quality mobile phones. (7)
- BMW, Porsche and Volkswagen are three carmakers from (7)
- Jean-Paul Agon, L'Oréal's Chief Executive, is from (6)
- British Airways, Virgin Atlantic and easyJet are airlines from the (2)

¹ B	R	² I	T	I	³ S	H		⁴ F
		D				⁵		
Z				⁶ S				
			⁷				⁸	
			⁹					
¹⁰								
¹¹			E					

VOCABULARY +

D Here are six adjectives. Write the names of the corresponding countries.

- | | | | |
|-------------|----------------------|--------------|-------|
| 1 Danish | <i>Denmark</i> | 4 Czech | |
| 2 Dutch | | 5 Turkish | |
| 3 Pakistani | | 6 Senegalese | |

E Here are six countries. Write the corresponding adjectives.

- | | | | |
|---------------|------------------------|------------|-------|
| 1 Norway | <i>Norwegian</i> | 4 Taiwan | |
| 2 Portugal | | 5 Slovakia | |
| 3 Switzerland | | 6 Thailand | |

F Complete the groups below with the names of countries from the box and their corresponding nationality adjectives.

Bahrain	Chile	Iran	Iraq	Finland	Scotland	Sudan	Vietnam
---------	-------	------	------	---------	----------	-------	---------

Group 1

Adjectives ending in *-an*

Country	Nationality
Brazil	Brazilian
Germany	German
.....
.....

Group 2

Adjectives ending in *-ish*

Country	Nationality
Poland	Polish
Spain	Spanish
.....
.....

Group 3

Adjectives ending in *-ese*

Country	Nationality
Japan	Japanese
China	Chinese
.....
.....

Group 4

Adjectives ending in *-i*

Country	Nationality
Kuwait	Kuwaiti
Oman	Omani
.....
.....

LANGUAGE REVIEW
to be

A Complete the sentences with words from the box. In some places both the full form and the contracted form are possible.

am	'm	are	're	is	's
----	----	-----	-----	----	----

- Lucien and Marie-Claire *are*..... our agents in Bordeaux.
- Mrs Turner a programmer in Leeds.
- My boss and I from Frankfurt.
- Where your new assistant from?
- Excuse me, you the new technician?
- I Swiss, but my company Italian.
- Dorota and Cezariusz Polish. Their office in Poznan.

B Rewrite the sentences with the correct form(s) of the verb *to be* in the correct place(s).

- | | |
|--|--|
| 1 His English very good.
<i>His English is very good.</i> | 4 My office in Paris, but I not French.
..... |
| 2 Where they from?
..... | 5 Mrs Lopez a lawyer.
..... |
| 3 What her name?
..... | 6 Alex and Rob from Italy.
..... |

C Write the words in the correct order to make questions. You need one word from the box for each question.

am are is

- | | |
|---|---|
| 1 your / Ingrid / name / ?
<i>Is your name Ingrid?</i> | 4 Marketing / in / you and Tom / ?
..... |
| 2 Spain / Isabel and Luis / from / ?
..... | 5 I / tomorrow / in / room 16 / ?
..... |
| 3 a / you / programmer / ?
..... | |

D Match the sentence halves.

- | | |
|---|---|
| 1 I'm in Sales, | a) but she isn't an accountant. |
| 2 She's in Accounts, | b) so we aren't free. |
| 3 My assistant and I are in a meeting all day | c) so you aren't late. |
| 4 You aren't in the city centre, | d) but you are very near the conference hall. |
| 5 It's only 9.50 | e) but I'm not a sales representative. |

E Write short answers to the questions.

- Is Ákos from Turkey?
No, he isn't. He's from Hungary.
- Are you in Production too, Maria?
..... I'm the assistant production manager.
- Am I in room 243 tomorrow?
..... You're in room 112.
- Am I late for the meeting?
..... But just by five minutes so don't worry.
- Is Linda English, too?
..... She's from Australia.
- Is the new sales assistant French?
..... He's from Lyons.
- Are you from Switzerland, Brigitte?
..... I'm from Belgium.
- Are you and Lucille in Marketing?
..... We're both in Finance.

WRITING
Editing

A Rewrite the sentences with the words from the box in the correct places.

a are do from is (x3)

- | | |
|---|--|
| 1 Is your wife manager?
<i>Is your wife a manager?</i> | 5 How you do? I'm Ana Kostic, from RTVS.
..... |
| 2 She married with two children.
..... | 6 The sales manager very busy today.
..... |
| 3 Lucas and Mirjana interested in travel.
..... | 7 My best friend is Brazilian. He is
Porto Seguro.
..... |
| 4 Wizz Air a Hungarian company?
..... | |

B Put apostrophes (') where necessary.

- Her name 's Paola.
- Akemis from Japan.
- Her companys in Osaka.
- Whats your job?
- Its very modern, but it isnt very large.
- 'Are you and your colleague from Poland?' – 'No, we arent. Were from Ukraine.'

C Rewrite the sentences with capital letters where necessary.

- | | |
|---|---|
| 1 nikola is from croatia.
<i>Nikola is from Croatia.</i> | 4 paul is married with two children.
..... |
| 2 mrs kimura is japanese.
..... | 5 this is george ellis, from marketing.
..... |
| 3 is nokia danish?
..... | 6 mr brown's new boss is from london, ontario.
..... |

E-mails

D You are at an international trade fair in another country. You write an e-mail about the fair to a colleague in your office. Complete the e-mail with items from the box.

a sales manager business is company sells
do business ~~is a great city~~ is from Altheim

To: RTodorovic@easynet.co.uk
From: Max.Lang@lycos.com
Subject: Cyberfair

Hi!

The Cyberfair is very exciting, and Frankfurt *is a great city*¹. There are interesting people from all over the world here at the fair. Andreas Wallner,² in Austria. He's³.

His⁴ furniture for hi-tech offices and he says⁵ good at the moment. I think Mr Wallner is a very good business contact. I'm sure we can⁶ with him.

Bye for now,
Max