3rd Edition

Intermediate

MARKET LEADER



Business English Practice File

John Rogers

Contents

	LANGUAGE WOR	K		TALK BUSINESS	
	VOCABULARY	LANGUAGE REVIEW	WRITING	SOUND WORK	SURVIVAL BUSINESS ENGLISH
UNIT 1 BRANDS page 4/page 54	Review and extension: brands and marketing words and collocations	Present simple and present continuous	Editing Replying to an e-mail	Individual sounds: Contrasting /I/ and /i:/ The third person singular ending Connected speech: Contracted forms	Making suggestions Getting the message right
UNIT 2 TRAVEL page 8/page 56	Review and extension: business travel words and phrases in context	Future forms	Completing a fax Writing an e-mail	Individual sounds: Consonant groups Connected speech: Contracted forms: 'll Stress and intonation: wh- questions	Asking for agreement or confirmation Getting the message right
UNIT 3 CHANGE page 12/page 58	Review: word-building Extension: focus on introducing change	Past simple and present perfect	Identifying function An introduction to report writing Editing	Individual sounds: The schwa sound Connected speech: Contracted forms: 's / 've and hasn't / haven't	Getting the message right Asking for repetition
UNIT 4 ORGANISATION page 16/page 60	Review: focus on company organisation	Noun combinations	Completing an e-mail Replying to an e-mail Editing	Individual sounds: The letter <i>u</i> Connected speech: Consonant-vowel links Stress and intonation: Three-syllable words	Networking Listening practice
UNIT 5 ADVERTISING page 20/page 62	Review: advertising words and collocations	Using the articles	Completing a letter Replying to a letter Generalising Editing	Individual sounds: Contrasting /eu/ and /au/ Connected speech: Linking r Stress and intonation: Lists	Giving presentations
UNIT 6 MONEY page 24/page 64	Review: finance words and collocations	Describing trends	Linking words Editing	Connected speech: Weak forms: prepositions Stress and intonation: Dates	Using stress to correct information Listening practice

THE SOUNDS OF ENGLISH: page 52

USING A DICTIONARY:

SOUNDS AND SPELLING:

	LANGUAGE WOR	RK		TALK BUSINESS	
	VOCABULARY	LANGUAGE REVIEW	WRITING	SOUND WORK	SURVIVAL BUSINESS ENGLISH
UNIT 7 CULTURES page 28/page 66	Review and extension: focus on idioms	Modals	Unscrambling texts Completing a letter Editing	Individual sounds: Silent letters Connected speech: Weak forms: have to Stress and intonation: Highlighting	Social situations
UNIT 8 HUMAN RESOURCES page 32/page 68	Review and extension: employment words and collocations	Gerunds and infinitives	Completing a job advertisement Sequencing a letter of application Editing	Individual sounds: Sound / spelling relationships Connected speech: Consonant-vowel links Stress and intonation: Words ending in -tion, -ssion, or -sion	Telephoning Dictating and taking down strange words Using stress to correct information
UNIT 9 INTERNATIONAL MARKETS page 36/page 70	Review and extension: trade words and collocations	Conditional sentences	Completing a letter Correcting a letter Editing	Individual sounds: Consonant groups Connected speech: Contracted forms: conditionals Stress and intonation: Conditional sentences	Negotiating
UNIT 10 ETHICS page 40/page 72	Review: <i>ethics</i> words and collocations	Tense review	Linking words Sequencing an e-mail Editing	Individual sounds: The sound /^/ Connected speech: Weak and strong forms of was and were Stress and intonation: Question tags	Listening practice Giving advice and making suggestions
UNIT 11 LEADERSHIP page 44/page 74	Words to describe character	Relative pronouns Defining and non-defining relative clauses	Completing an e-mail Formal vs informal language Editing	Individual sounds: The sound/3:/ Connected speech: Consonant-vowel links Stress and intonation: Identifying stressed syllables	Presentations Listening practice
UNIT 12 COMPETITION page 48/page 76	Review and extension: competition words, collocations and idioms	Passive sentences	Rewriting an e-mail Matching and sequencing Editing	Individual sounds: Contrasting /ɔ:/ and /əʊ/ Connected speech: Contracted forms Stress and intonation: Identifying word stress	Tactful responses
SHADOWING: page 53		ANSWER KEY: page 78		AUDIO SCRIPTS: page 89	

Brands

VOCABULARY

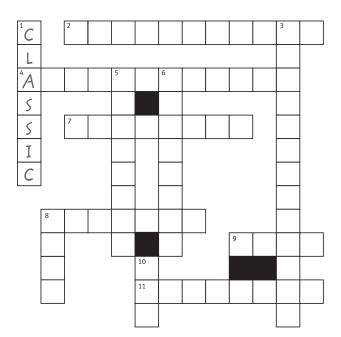
A Use the clues to complete the crossword puzzle.

Across

- 2 Something that is does not cost a lot to buy or use. (11)
- 4 Anbrand is one that people think will give them a higher position in society. (12)
- 7 A..... product has no defects. (4-4)
- **8** A..... product is attractive and fashionable. (7)
- 9 If you say that something is a product, you think it is very good. (4)
- 11goods are expensive and intended to appeal to people in a high social class. (8)

Down

- 1 A....classic..... product is one that has been popular for a very long time. (7)
- 3 If a product is, it is worth the price you pay for it. (5, 3, 5)
- 5 If something is, you can trust it or depend on it. (8)
- 6 A.....brand is not affected by changes in fashion. (8)
- **8** A..... product is fashionable and exciting. (4)
- 10 If you say that something is, you think it is enjoyable. (3)



B Complete the word partnerships with brand, product or market.

- 1 brand loyalty
- 2challenger
- 3endorsement
- 4stretching
- 5lifecycle
- 6share

LANGUAGE REVIEW

Complete the sentences with the verbs from the box. Use each verb twice. Put each verb into the correct form and the correct tense – present simple or present continuous.

	invest	sell	take	target	work
1	Breitling and Cartie	er sell	luxury watc	hes around the w	orld.
2	It only	our labor	atory half an hou	ur to test all the in	gredients.
3	Which market segn	nent	they usu	ally	?
4	Oh no! My printer . report for you.		properly. I'll as	sk Leila to run off a	a copy of the
5	yo	u	more mone	y in marketing thi	s year?
6	Their advertising a	gency never	a	it weekends.	
7	Do you think we new model?		. a big risk if we	postpone the laui	nch of our
8	Unfortunately, our	range of soft	drinks	well at the	moment.
9	This time, we	0U	ır advertising caı	mpaign on the you	ıng.
10	Our company products than our		ot in R&D. That's	s why we develop	fewer new

Complete this text with the correct form, present simple or present continuous, of the verbs given. Then check your answers.

work manage develop	Ralf Hinze. Werks. in the R&D department of the Antwerp-based company Merlin Foods. Ltd, where he
work supervise write	This week, however, Ralf is not in his office. He
enjoy expand / have own increase become	He

C Study the information in Exercise B. Then write questions for these answers.

1	Where does Ralf Hinze work!
	In the R&D department at Merlin Foods Ltd.
2	
	About three each year.
3	
	In the laboratory.
4	
	He's supervising the testing of some new products
5	
	No, he isn't. He's writing a report.
6	
	In France and Germany.
7	
	Yes, indeed. Far beyond expectations!

	1	agree	✓	8	prefer	
	2	believe		9	realise	
	3	belong		10	research	
	4	compare		11	seem	
	5	consist		12	stretch	
	6	contain		13	suppose	
	7	depend		14	surprise	
I	со	rrect form	of the preser	nt simple.	•	sentences. Put them into
I	со	rrect form	of the preser	nt simple.	•	sentences. Put them into
I	co 1	rrect form It Seen popular.	of the presen	nt simple. our new range	of equipme	nt is becoming more and mo
	1 2	It Seen popular.	of the preser	our new range	of equipme ur proposal?	nt is becoming more and mo
	1 2	It Seen popular.	of the preser	our new range	of equipme ur proposal?	nt is becoming more and mo
	1 2	It Seen popular. Dreher has	of the present that of the control o	our new range to out to out to out the brand of be	of equipme ur proposal? eer that	nt is becoming more and mo
	2 3	rrect form It Seen popular. Dreher has We may or y products th	of the present that on that on the the control of t	our new range to out to	of equipments of proposal? eer that a. It	nt is becoming more and mo

In most of the lines **1–13** there is **one extra word** which does not fit. Some lines, however, are correct.

If a line is **correct**, put a tick () in the space provided.

If there is an **extra word** in the line, write that word in the space.

Companies must try either to make products that a few people love or products that many people quite like. An attempt to do both will not produce obstacles and conflicts. Two things that lie behind the craze for emotional involvement. The first is overcapacity: if there are too many products in every market segment, and this means it is hard to get attention for anything ordinary. Marketing consultants argue that it is not enough for companies to make up their consumer goods just a little better. Instead of, they should make only remarkable things that will make consumers take notice. The second factor is the increased ability of consumers to communicate their views about products, either good or bad. According to some experts, the Internet has increased by a factor of 10 the number of people and that one consumer can influence. Sometimes, companies take an advantage of this by using buzz marketing: they create a group of people who will generate enthusiasm for their products, for example by talking about them in our chat rooms.

2	not	
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

Stan Wouters, Sunnyvale Brand Manager at Merlin Foods Ltd, receives this e-mail from Liz Jansen, Managing Director of the company. Read the message, then write Stan's reply using his notes below.

From: Liz Jansen
To: Stan Wouters
Subject: Sunnyvale range

Hi Stan,

Sales of our range of soups under the Sunnyvale label are increasing month after month in France but are unfortunately falling rapidly in Germany, both in the North and the South.

Jan Kluis, our sales representative in that region, informs me that German customers find our products expensive – when they can find them at all!

I'd be grateful if you could look into the matter and let me have your recommendations as soon as you can.

Many thanks,

Liz

Stan's notes

	8866666
_	The largest supermarket chain sells its own
	brand of soups at a much lower price
	+ don't display our products properly
	Our packaging very similar to current market
	leader in Germany
	Competitors offer frequent discounts
	+ visit supermarkets very often
	·
	Recommendations:
	Jan doing a great job but why alone?
	Redesign packaging / highlight brand's qualities
	(natural ingredients)
	Offer managers incentives for them to
	out our products on top shelves
	Discounts / special promotions / etc.
_	