















































# ENGLISH FOR EVERYONE COURSE BOOK LEVEL 2 BUSINESS ENGLISH

















































A COMPLETE SELF-STUDY PROGRAMME



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A WORLD OF IDEAS: **SEE ALL THERE IS TO KNOW** 

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# Contents

How the course works	8
01 Introductions	12
New language Present simple and continuous	
Vocabulary Etiquette for introductions	
New skill Introducing yourself and others	
02 Getting to know colleagues	16
New language Past simple and past continuous	
Vocabulary Sharing past experiences	
New skill Talking about past experiences	
03 Vocabulary	20
Departments and roles	
04 Talking about changes	22
New language "Used to," "be / get used to"	
Vocabulary Small talk	
New skill Talking about changes at work	
05 Delegating tasks	26
New language Modal verbs for obligation	
Vocabulary Delegation and politeness	
New skill Delegating tasks to colleagues	
06 <b>Vocabulary</b> Money and finance	30
07 Writing a report	32
New language Past perfect and past simple	
Vocabulary Formal business English	
New skill Writing reports	

08 Making apologies	36	15 Describing a product	60
New language Present perfect continuous		New language Adjective order	
Vocabulary Apologies		Vocabulary Opinion and fact adjectives	
New skill Apologizing on the telephone		New skill Describing a product	
09 Vocabulary	40	16 Vocabulary	64
Communication technology		Marketing and advertising	
10 Making plans by email	42	17 Marketing a product	66
New language Email language		New language Adjectives and adverbs	
Vocabulary Meetings and workshops		Vocabulary Descriptive adjectives	
New skill Making plans		New skill Modifying descriptions of products	
11 Keeping clients informed	44	18 Advertising and branding	70
New language Continuous tenses		New language Intensifiers	
Vocabulary Arrangements and schedules		Vocabulary "Enough," too," "so," and "such"	
New skill Keeping clients informed		New skill Adding emphasis to descriptions	
12 Informal communication	48	19 Advice and suggestions	74
New language Phrasal verbs		New language Modal verbs for advice	
Vocabulary Arrangements and plans		Vocabulary Workplace pressures	
New skill Keeping co-workers informed		New skill Giving advice	
13 <b>Vocabulary</b> Production	52	20 Vocabulary	78
·		Management, leadership, and skills	
14 Describing a process	54	21 7 11 1 4 1 199	
New language The passive voice		21 Talking about abilities	80
Vocabulary Processes and manufacturing		New language Modal verbs for abilities	
New skill Discussing how things are done		Vocabulary Workplace skills	
		New skill Describing abilities	

22 Comparing and contrasting	84	29 Vocabulary	116
New language Discourse markers		Industries and professional attributes	
Vocabulary Teamwork and team building			
New skill Expressing your ideas		30 Job descriptions	118
		New language Articles	
23 Planning events	88	Vocabulary Job descriptions and applications	
New language Verb patterns		New skill Describing a job	
Vocabulary Corporate entertainment			
New skill Talking about business events		31 Applying for a job	122
-		New language Dependent prepositions	
24 <b>Vocabulary</b> Meetings	94	Vocabulary Cover-letter vocabulary	
Vocabulary Meetings	94	New skill Writing a cover letter	
25 What people said	96		
New language Reported speech		32 Job interviews	126
Vocabulary Meetings		New language Relative clauses	
New skill Reporting what someone said		Vocabulary Job interviews	
		New skill Describing your achievements in detail	
26 What people asked	102		
New language Reported questions		33 Vocabulary Business idioms	132
Vocabulary "Have," "make," "get," "do"			
New skill Reporting what someone asked		34 Working relationships	134
		New language Three-word phrasal verbs	
27 Reporting quantities	106	Vocabulary Social media	
New language "Few," "little," and "all"		New skill Social networking	
Vocabulary Meetings			
New skill Talking about quantity		35 Career outcomes	138
0 1 /		New language Modal verbs for possibility	
28 Chacking information	110	Vocabulary Career development	
28 Checking information	110	New skill Talking about the future	
New language Subject questions, question tags		Ŭ	
Vocabulary Polite checks and echo questions  New skill Checking information		26 Wasslands	
' <b>skiii</b> Checking information		36 Vocabulary	142
		Office and presentation equipment	

37 Structuring a presentation	144	43 Discussing conditions	168
New language Signposting language		New language Conditionals	
Vocabulary Presentation equipment		Vocabulary Negotiating and bargaining	
New skill Structuring a presentation		New skill Discussing possibilities	
38 Developing an argument	148	44 Discussing problems	174
New language Useful presentation language		New language Third conditional	
Vocabulary Presentations		Vocabulary Workplace mistakes	
New skill Developing an argument		New skill Talking about past mistakes	
39 Pitching a product	152		
New language Comparatives and superlatives		Answers	178
Vocabulary Product marketing		Index	190
New skill Comparing products		mucx	170
40 Talking about facts and figures	156		
New language Collocations			
Vocabulary Business trends			
New skill Describing facts and figures			
41 Plans and suggestions	160		
New language Indirect questions			
Vocabulary Business negotiations			
New skill Negotiating politely			
42 Emphasizing your opinion	166		

New language Discourse markers for emphasis

Vocabulary Workplace disagreement New skill Emphasizing your opinion

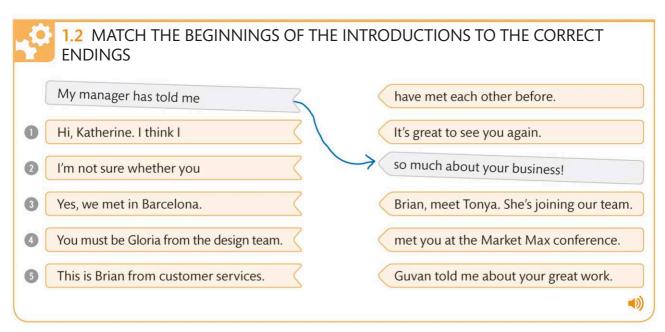
# 01 Introductions

When you first join a company, there are many phrases that you can use to introduce yourself. Other people may also use a variety of phrases to introduce you.

- New language Present simple and continuous

  Aa Vocabulary Etiquette for introductions

  New skill Introducing yourself and others
- 1.1 KEY LANGUAGE INTRODUCING YOURSELF AND OTHERS It is common to shake hands with new colleagues and introduce yourself. Use when you meet When you meet someone you have someone you think you When you meet heard about. may have met before. someone for the first time. You must be Eric I think we met in Hello, I don't Mumbai, didn't from the UK. Carl Great to see think we've Hi Osric. has told me a lot we? I'm Max from you again! met. I'm Osric. Laura. about you. HTB Engineering. It is polite to introduce people you know but who do not know each other. When you know both parties, introduce Say a polite each one separately, saying both their names. response when you are introduced. "How do you do?" Tony, this is Hayao, meet Tony is quite formal. Hayao from our our new director Victoria, I'd like to Japanese office. of marketing. introduce you to Faisal. Nice to meet you. I'm not sure you two How do you do? have met each other.





1.4 LISTEN TO THE AUDIO AND ANSWER THE QUESTIONS
Delegates at a conference are introducing themselves.
Jared has met Sasha before.  True False Not given
Jared works in the Lima office.  True False Not given
<ul><li>Daniel and Sasha have not met before.</li><li>True False Not given</li></ul>
3 Daniel shares an office with Jared.  True False Not given
Their new product is expensive.  True False Not given
<ul><li>Sasha works in Lima.</li><li>True   Not given  </li></ul>

## 1.5 KEY LANGUAGE THE PRESENT SIMPLE AND THE PRESENT CONTINUOUS

The present simple is used to describe something that happens in general, or is part of a routine. The present continuous describes something that is happening right now, and will be continuing for a limited time.



I don't usually enjoy networking, but I'm enjoying this conference.

**Present simple** is the same as the base form of the verb without "to."

**Present continuous** is formed by adding "be" before the verb and "-ing" to the verb.





# 1.6 READ THE ARTICLE AND ANSWER THE QUESTIONS

What word is used for making connections?  Networking Sharing Dividing
<ul><li>■ What kind of people is the article aimed at?</li><li>Shy □ Confident □ Intelligent □</li></ul>
What types of connections are useful? New ones  Good ones  Lots of them
Who might be useful people to talk to? Ex-colleagues Recruiters Family
What do shy people do a lot?  Lie Say sorry Say thank you
<ul> <li>What does apologizing a lot make you seem?</li> <li>Confident ☐ Worried ☐ Unprofessional ☐</li> </ul>
6 Where should you look when talking to people? Their eyes ☐ Their feet ☐ Their mouths ☐
<ul><li>What should you give contacts?</li><li>Money Gifts Vour business card</li></ul>

### CAREER LADDER

# **Making connections**

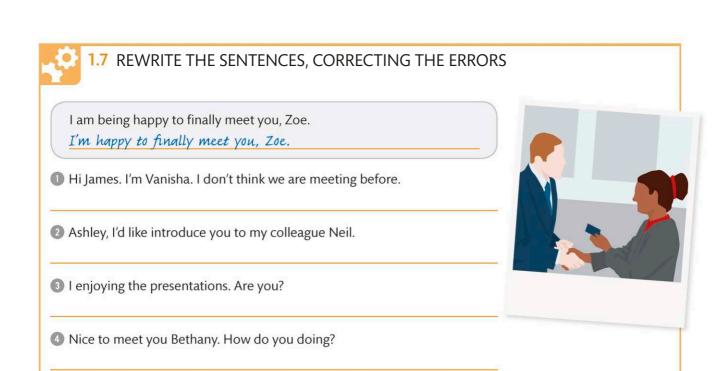
How to network better if you're shy

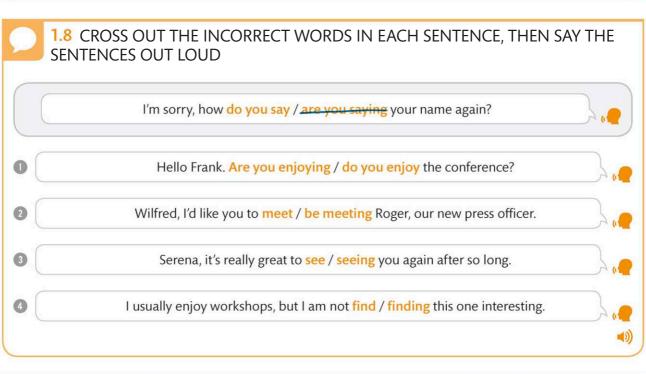
etworking doesn't necessarily mean talking to hundreds of people at a conference. A few good connections are much better than meeting lots of people who you will never hear from again. Start by chatting to ex-colleagues or old friends. Ask what they are doing now and share your experiences.

One common habit of shy people is to constantly apologize for everything. Apologizing all of the time looks unprofessional and shows a lack of confidence in yourself. Instead of saying



sorry, remember to smile, maintain eye contact, ask questions, and, of course, exchange business cards.





**Aa** Etiquette for introductions

01 CHECKLIST

Present simple and continuous