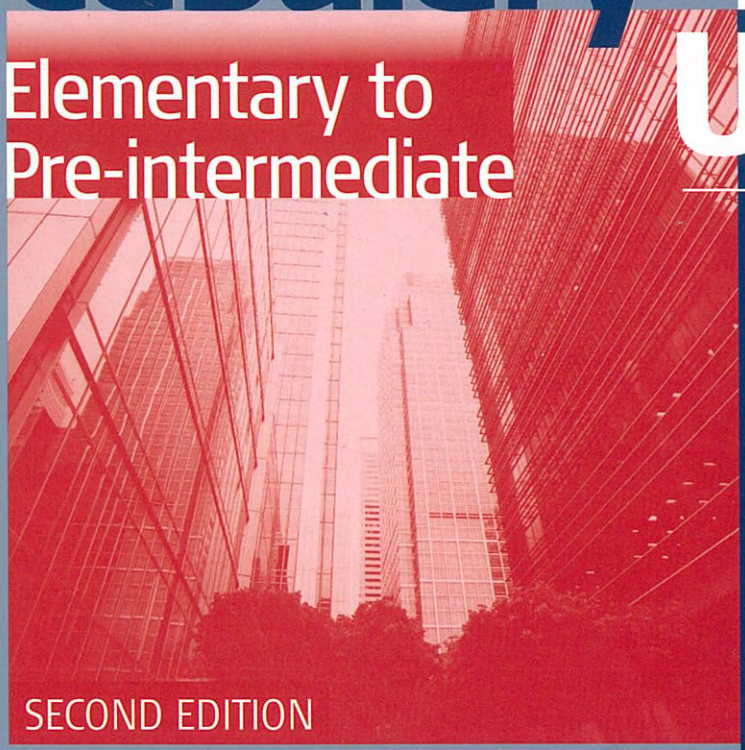
CAMBRIDGE

Business Vocabulary in Use

Elementary to Pre-intermediate



SECOND EDITION

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Introduction

Who is this book for?

Business Vocabulary in Use Elementary to Pre-intermediate will help Elementary to Pre-intermediate learners of business English learn business vocabulary. It is for people studying English before they start work and those who need English in their job.

In addition to improving your business vocabulary, the book helps you to learn the language needed for important business communication skills.

You can use the book on your own for self-study, with a teacher, one-to-one or in groups.

How is the book organized?

The book has 66 two-page units. Some units look at the vocabulary for different business **subjects**. Others focus on the language of business **skills**, for example in emails and meetings.

The left-hand page of each unit explains new words and expressions, and the right-hand page has exercises to allow you to check and develop your understanding of the words and expressions.

There are also four **Learner training** units to help you learn business English. These deal with talking about language, pronunciation, learning vocabulary and using dictionaries. They are positioned before Units 1, 16, 31 and 42, but you can use them at any time.

There is an **Answer key** at the back of the book. Most of the exercises have questions with only one correct answer.

There is also an **Index**. This lists all the new words and phrases in the book, and gives the unit numbers where they appear. It also tells you how the words and phrases are pronounced.

The left-hand page

This page introduces new vocabulary and expressions. The presentation is divided into sections indicated by letters: A, B, C, etc., with simple, clear titles.

Key words and expressions to learn are in **bold**. There are **notes** about differences between British English (BrE) and American English (AmE), pronunciation, and common mistakes made by Elementary to Pre-intermediate learners of business English.

The right-hand page

The exercises on the right-hand page give practice in using the new vocabulary and expressions presented on the left-hand page. Some units contain diagrams to complete or crosswords.

'Over to you' sections

An important feature of *Business Vocabulary in Use Elementary to Pre-intermediate* is the **Over to you** section at the end of each unit. These sections give you the chance to practise the words and expressions in the unit. Self-study learners can do this as a written activity. In the classroom, the **Over to you** sections can be used as the basis for discussion with the whole class or in small groups. The teacher can then get students to look again at exercises relating to points that have caused difficulty. Students can follow up by using the **Over to you** section as a written activity, for example as homework. The Answer key contains sample answers for the **Over to you** questions.

How to use the book for self-study

Find the topic you are looking for by using the Contents page or the Index. Read through the explanations on the left-hand page of the unit. Do the exercises on the right-hand page. Check your answers in the Answer key. If you have made some mistakes, go back and look at the explanations and the exercise again. Note down important words and expressions in your notebook.

How to use the book in the classroom

Teachers can choose units that relate to their students' particular needs and interests. Alternatively, lessons can contain a regular vocabulary slot, where students look systematically at the vocabulary of particular thematic or skills areas.

Students can work on the units in pairs, with the teacher going round the class assisting and advising.

Cambridge International Corpus

This book uses the **Cambridge International Corpus** (**CIC**) – a very large collection of English texts, stored in a computerised database, which can be searched to see how English is used. This includes the **Cambridge Learner Corpus** (**CLC**), a large collection of writing by learners of English, including writing from the Cambridge Business English Certificate (BEC) exams. The database has been used for the notes about typical mistakes made by learners of business English.

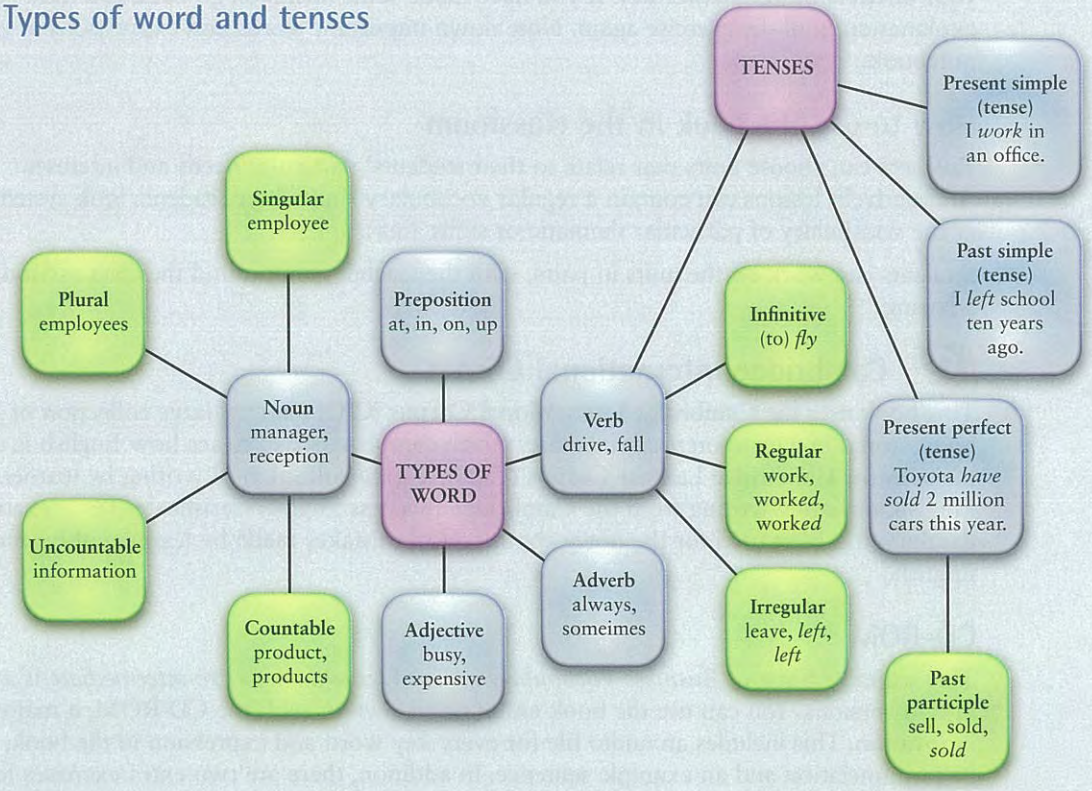
CD-ROM

This second edition of *Business Vocabulary in Use Elementary to Pre-intermediate* is available in two versions. You can use the book either on its own or with the CD-ROM, a major innovation. This includes an audio file for every key word and expression in the book, with its pronunciation and an example sentence. In addition, there are two extra exercises for each unit of the book, fourteen summary tests so you can check your progress, and even some vocabulary games.

We hope you enjoy using *Business Vocabulary in Use Elementary to Pre-intermediate*.

Learner training A: Talking about language

A Types of word and tenses



B Other language words you should know

Language word	Meaning	Example
abbreviation	a short way of writing something	IT, CEO
punctuation (mark)	a symbol used in writing, like a full stop, question mark or comma	. ? ,
apostrophe	a punctuation mark used to show a missing letter	they're – they are, what's – what is
sentence	a complete idea in writing starting with a capital letter and ending with a full stop	He designs buildings.
phrase	a group of words, not a sentence	a cheap product
dialogue	a conversation between two or more people	A: Where's the office? B: On the first floor.
British English	English used in the UK	underground
American English	English used in the United States	subway
formal	for public or official use	manager
informal	between friends or colleagues	boss

A1 Look at A opposite. Write the types of word in your own language.

A2 Look at A opposite. Match the two parts of the sentences.

1 A noun is a word
2 An adverb is a word
3 An adjective is a word

a that describes a verb.
b that describes a person or thing.
c for a person or a thing.

A3 Look at A opposite. Are these sentences true or false? Look at the example before you begin.

1 The plural of 'building' is 'buildings'. true
2 'Flew' is the past simple and 'flown' is the past participle of 'fly'. .....
3 'With' is a preposition. .....
4 'Expensive' is a verb. .....
5 'Never' is an adjective. .....

A4 Complete the table. Look at Irregular verbs on page 142 if necessary.

Infinitive	Past simple	Past participle
find		
	hit	
		run

A5 Write the words in the box in the correct column in the table. Look at the example before you begin.

~~desk~~	lose	office	production	slow	teach
learn	low	price	short	small	win

Noun	Verb	Adjective
desk		

A6 Look at B opposite. Write the other language words in your own language.

A7 Look at A and B opposite and choose the correct word. Look at the example before you begin.

1 You use the present simple (infinitive / present simple) of the verb to talk about what you do every day.
2 You use the ..... (singular / plural) form of a noun when you talk about more than one person or thing.
3 ..... (American English / British English) is the type of English used in the UK.
4 A ..... (phrase / dialogue) is a set of words that is not a complete sentence.
5 'IT' is ..... (an abbreviation / a sentence).

1 Jobs and industries

A I'm in construction

What do you do? or What is your job?

I'm in construction[1].

I'm in financial services[3].

I'm in retail[2].

I'm in IT (information technology)[4].

[1] building
[2] shops
[3] banks
[4] computers

B Your job

What exactly do you do?

I'm an engineer. I **work for** Foster and Partners. I work in a team that **designs** buildings.

I'm a manager. I work for HSBC. I **manage** workers at a call centre.

I'm a buyer. I work for Walmart. I **buy** the products that we sell to customers.

I'm a salesman. I work for IBM. I **sell** computers to companies.

C Other jobs

What	does	he she Jim Maria	do?

a She's a computer programmer.
b He's a production worker.
c Jim's an industrial photographer.
d He's a construction worker.
e She's a company receptionist.
f Maria's a personal assistant.

What	do	they Linda and Pablo	do?

They're in financial services.

Linda's a banker. Pablo's an accountant.

Note You put **a** in front of a consonant sound and **an** in front of a vowel sound.

Note When writing, don't forget the apostrophe (') in **I'm in construction**, **She's a manager**, etc.

1.1 Complete these sentences about the people in A and B opposite. Look at the example before you begin.

1 I'm in retail. I'm a buyer. I ..... Walmart. I ..... the products that we sell to customers.
2 I'm in ..... . I'm a manager. I ..... HSBC. I ..... workers at a call centre.
3 I'm in IT. I'm a ..... . I ..... IBM. I ..... computers to companies.
4 I'm in ..... . I'm an engineer. I ..... Foster and Partners. I work in a team that ..... buildings.

1.2 Look at C opposite. Match the pairs of words to make jobs.

1 computer	2 production	3 industrial	4 construction	5 company	6 personal

a worker	b photographer	c programmer	d receptionist	e assistant	f worker

1.3 Look at A and C opposite. Complete these sentences with 'do' or 'does'.

1 What ..... you do?
2 What ..... she do?
3 What ..... Richard do?
4 What ..... Aiko and Matsuko do?
5 What ..... they do?

1.4 Write the questions for these answers.

1 ..... ?
I'm a salesman.
2 ..... ?
He's an engineer.
3 ..... ?
He's an oil worker and she's a receptionist.
4 ..... ?
She's a banker.

1.5 Match the descriptions (1–6) with the people (a–f) in C opposite.

1 He works for Bouygues. He builds tall buildings.
2 He works for Jaguar. He makes cars.
3 She welcomes visitors. She works for Procter and Gamble.
4 She helps her boss. She works for Vodafone.
5 He works for Nestlé. He takes pictures of the company's factories.
6 She writes computer programs. She works for Microsoft.

1.6 Add some extra information for each of the people (1–6) in 1.5 above. Look at the example before you begin.

1 He's a construction worker in Dubai.
2 .....
3 .....
4 .....
5 .....
6 .....

Over to you

- What do you do?
- Describe the jobs of three people you know. Who do they work for and what do they do?