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Continue

SPELLING OF -ING AND -ED FORMS

VERBS THAT END IN E	DO NOT ADD E	begin - began beginning - beginning stop - stopped stop - stopping	ING FORM: If the word ends in -e, drop the -e and add -ing. ED FORM: If the word ends in -e, just add -ed.
VERBS THAT END IN A VOWEL AND A CONSONANT	ONE SYLLABLE VERBS	(a) stop beginning beginning beginning beginning beginning beginning	1 vowel, 2 consonants 2 vowels, 1 consonant
		(b) stop beginning beginning beginning beginning beginning beginning	1st syllable stressed, 1 consonant 2nd syllable stressed, 2 consonants
VERBS THAT END IN TWO CONSONANTS	TWO SYLLABLE VERBS	(a) stop beginning beginning beginning beginning beginning beginning	If the word ends in two consonants, just add the ending.
		(b) stop beginning beginning beginning beginning beginning beginning	If 'r' is preceded by a vowel, keep the 'r'. If 'r' is preceded by a consonant, drop the 'r'. ED FORM: Change -r to -rr. ED FORM: Change -y to -i.
VERBS THAT END IN Y	DO NOT ADD Y	beginning beginning beginning beginning beginning beginning beginning	ING FORM: Change -y to -i, add -ing. ED FORM: Add -ed.

NAME: _____ DATE: _____

GRAMMAR QUIZ

PHRASAL VERBS: GET and TAKE

• Complete the sentences below.

- My brother ... up very early this morning.
a) got
b) took
- Do you think we should ... off at the next bus stop?
a) get
b) take
- I ... after my father. We both like telling funny stories.
a) get
b) take
- Let's ... together this weekend and go to a restaurant.
a) get
b) take
- Hurry up! Our plane is going to ... off in a few minutes!
a) get
b) take
- Could you please ... care of my goldfish for me while I'm on holiday?
a) get
b) take
- I have to ... back a few books to the library.
a) get
b) take
- You can bring food to the party. I'll ... care of the drinks.
a) get
b) take
- Sam wants a new job with a better salary so he can ... ahead.
a) get
b) take
- I don't like to tell lies because I'm afraid I might ... into trouble.
a) get
b) take
- Kelly started a new restaurant last month and it really ... off.
a) got
b) took
- I was sick last week, but the doctor gave me medicine and I ... over it.
a) got
b) took
- James was bored on his holiday, so he decided to ... up oil painting.
a) get
b) take
- What time do you usually ... back home from school?
a) get
b) take
- I watched too much TV, so I ... behind in my homework.
a) got
b) took
- I don't make a lot of money at my job but it's enough to ... by.
a) get
b) take
- In Japan, people always ... off their shoes when they enter a home.
a) get
b) take
- Here's a pen. You can ... down the store's phone number.
a) get
b) take

QUANTIFIERS

QUANTIFIERS	COUNT	NOUNS	NON-COUNT	NOUNS
SOME (+) (?)		Affirmative Statements Questions		Affirmative Statements Questions
ANY (-) (?)		Negative Statements Questions		Negative Statements Questions
A LOT OF (?) (+) (-)		Affirmative Statements Negative Statements Questions		Affirmative Statements Negative Statements Questions
MANY (-) (?) (+)		Affirmative statements Negative Statements Questions		X
MUCH (-) (?)		X		Negative Statements Questions

Rules for adding

-ed -ing

If it ends in a

Vowel followed by a consonant



...double the last consonant and add -ed or -ing

The present perfect simple is have / has + past participle.

The past participle often ends in -ed but many important verbs are irregular

When we use the present perfect, there is a connection with now. The action in the past has a result now.

Where's your key? I don't know. I've lost it. (I don't have it now)

GRAMMAR

PRESENT PERFECT

She told me her name, but I've forgotten it. (I can't remember it now)

I can't find my bag, have you seen it? (Do you know where it is now?)

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30 030-031 VOCAB- MONEY AND FINANCE UNIT6.indd 30 05/09/2016 12:22 9 Practice modules REWRITE THE ZERO CONDITIONAL SENTENCES, PUTTING THE WORDS IN THE CORRECT ORDER Each learning point is followed by carefully graded exercises that help to fix new language in your memory. GRAMMAR Apply new language rules in different contexts. LISTEN TO THE AUDIO AND MARK WHETHER THE ACTIVITY IN EACH PICTURE TAKES PLACE IN THE PRESENT OR THE FUTURE Present Present 44 Future Present Future Present Present Future READ THE EMAIL AND WRITE ANSWERS TO THE QUESTIONS AS FULL SENTENCES MATCH THE DEFINITIONS TO THE CORRECT VERBS 45 KEY LANGUAGE CONTINUOUS TENSES FOR POLITENESS In correspondence with clients, English often uses continuous tenses to make requests more polite or promises less specific. New language Reported speech Vocabulary Meetings New skill Reporting what someone said KEY LANGUAGE REPORTED SPEECH The main verb in reported speech is usually "said." The reported verb is usually in a different tense from the direct speech. Complaints using the passive voice often start with a polite opening phrase. The past perfect passive describes events that took place before another past event. The unit number helps you keep track of your progress. New language Modal verbs for obligation Vocabulary Delegation and politeness New skill Delegating tasks to colleagues KEY LANGUAGE MODAL VERBS FOR OBLIGATION Certain modal verbs can be used to say that someone needs to do something. Turn to the practice book at the end of each unit to reinforce your learning with additional exercises. New language Signposting language Vocabulary Presentation equipment New skill Structuring a presentation KEY LANGUAGE SIGNPOSTING LANGUAGE You can signal (or "signpost") what you are going to talk about with particular phrases. PRESENT SIMPLE Action FUTURE WITH "WILL" Result FURTHER EXAMPLES ZERO AND FIRST CONDITIONALS Zero conditional sentences can use "when" instead of "if." 170 Conditional sentences can start with the result clause. Indirect questions start with a polite opening phrase. TIP Gradable note that "fairly" can have a negative connotation and so is not normally used to suggest something is very good or necessary. The present simple passive describes the actions and results of the past. The words you can use to describe things you are describing. MATCH THE BEGINNINGS OF THE SENTENCES TO THE CORRECT ENDINGS 42 READ THE WEB PAGE AND WRITE ANSWERS TO THE QUESTIONS AS FULL SENTENCES CHECKLIST Production 14 Describing a process 15 Describing a product 16 Vocabulary 17 Marketing a product 18 Advertising and branding 19 Advice and suggestions 20 Vocabulary 21 Talking about abilities 22 Comparing and contrasting 23 Planning events 24 Vocabulary Meetings 25 What people said 26 What people asked 27 Reporting quantities 28 Checking information 29 Vocabulary 30 Job descriptions 31 Applying for a job 32 Job interviews 33 Vocabulary Business Idioms 34 Working relationships 35 Career outcomes 36 Vocabulary 37 Structuring a presentation 38 Developing an argument 39 Pitching a product 40 Talking about facts and figures 41 Plans and suggestions 42 Emphasizing your opinion 43 Discussing conditions 44 Discussing problems Answers Index Citation review Author Victoria Boobyer is a freelance writer, presenter, and teacher trainer with a background in English-language teaching and teacher management. The object can go after the particle. "Be used to" describes being familiar with something. REWRITE THE ZERO CONDITIONAL SENTENCES, PUTTING THE WORDS IN THE CORRECT ORDER FILL IN THE GAPS BY PUTTING THE VERBS IN THE CORRECT TENSES TO FORM FIRST CONDITIONAL SENTENCES 171 KEY LANGUAGE ZERO, FIRST, AND SECOND CONDITIONALS OVERVIEW ZERO CONDITIONAL Use the zero conditional to talk about general truths and things that always happen. The present continuous passive describes ongoing actions. Answers Find the answers to every exercise printed at the back of the book. "Do" becomes "Did" to make the question in past tense. Informal alternative to "investigate." Use this to reassure a customer that you will try to help. A call catalogue record for this book is available from the British Library. "Get used to" describes the process of becoming familiar with something. Formal reports often use the passive voice. Giving the audience the form of the talk. Present simple is the same as the intensive form of the verb without "to." Present continuous is formed by adding the "be" before the verb and "-ing" to the verb. The present simple describes the actions and results of the past. The words you can use to describe things you are describing. MATCH THE BEGINNINGS OF THE SENTENCES TO THE CORRECT ENDINGS 42 READ THE WEB PAGE AND WRITE ANSWERS TO THE QUESTIONS AS FULL SENTENCES CHECKLIST Discourse Markers for Emphasis There are a variety of words and phrases that you can use to make your position more emphatic without being rude. Module number Every module is identified with a unique number, so you can track your progress and easily locate any related audio. Some of these pairings are collocations that sound "right" to fluent speakers. Here, the defining relative clause gives essential information about a thing. He is currently a freelance materials writer, editor, and translator. No Yes No MATCH THE SITUATIONS TO THE CORRECT ADVICE Yes No Yes Yes 174 074-077 EFE_Business B2 Advice and suggestions units19.indd 174 FREE AUDIO Website and app content: 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

INFINITIVE VERBS AND GERUNDS / INFINITIVES 88 REST OF SENTENCE REST OF SENTENCE CROSS OUT THE INCORRECT WORDS IN EACH SENTENCE READ THE ADVERTISEMENTS AND WRITE ANSWERS TO THE QUESTIONS AS FULL KEY LANGUAGE VERBS GERUND OR INFINITIVE CHANGE IN MEANING) Some verbs change their meaning depending on the form of the verb that follows them. Be careful not to say "what" too directly, as it can sound rude. When you know both parties, introduce each one separately, saying both their names. Use "had" and the subject to form questions. MARK THE SENTENCES THAT ARE CORRECT 154 Use "not as... as" to contrast things that are different. FURTHER EXAMPLES COMPARATIVE AND SUPERLATIVE ADJECTIVES 152 REWRITE THE SENTENCES, CORRECTING THE ERRORS LISTEN TO THE AUDIO AND MATCH THE PRODUCTS TO THE PHRASES THAT DESCRIBE THEM 153 KEY LANGUAGE "AS... AS" COMPARISONS English uses "as... as" with an adjective to compare things that are similar. The particles usually change the meaning of the verb. New language Modal verbs for abilities Vocabulary Workplace skills New skill Describing abilities KEY LANGUAGE TALKING ABOUT PRESENT ABILITY Use "can," "can't," and "cannot" to talk about people's skills and abilities in the present. FURTHER EXAMPLES TALKING ABOUT PRESENT ABILITY Negative form of "can." English also uses "cannot." FILL IN THE GAPS USING "CAN" OR "CAN'T" 80 KEY LANGUAGE TALKING ABOUT PAST ABILITY Use "could" to talk about abilities in the past. Listen to them after completing the exercise. MATCH THE SITUATIONS TO THE CORRECT ADVICE 74 Use "not" after modal verbs to form negatives. It is helpful to make it clear when you are making a general point. Informally, a (little) bit of "can be used instead of a little." CROSS OUT THE INCORRECT WORD IN EACH SENTENCE, THEN SAY THE SENTENCES OUT LOUD 107 KEY LANGUAGE "ALL" AS A PRONOUN "All" can sometimes be used as a pronoun to mean either "everything" or "the only thing." REWRITE THE SENTENCES, PUTTING THE WORDS IN THE CORRECT ORDER 108 MATCH THE PAIRS OF SENTENCES THAT MEAN THE SAME THING LISTEN TO THE AUDIO AND ANSWER THE QUESTIONS A sales executive is reporting to his manager about the results from the last quarter. FIRST CONDITIONAL Use the first conditional to talk about things that are likely to happen. All other images are copyright DK. The relative pronoun for people is "who" in nondefining relative clauses. "Very" can be used to stress that the number of something is even smaller. Many common verbs have irregular past simple form. FURTHER EXAMPLES TIME AND PLACE REFERENCES LISTEN TO THE AUDIO, THEN NUMBER THE REPORTED SENTENCES IN THE ORDER YOU HEAR THEM AS DIRECT SPEECH 98 KEY LANGUAGE OTHER CHANGES IN REPORTED SPEECH In reported speech, pronouns may also need to be changed to ensure they refer to the correct person or thing. This is a neutral and informal greeting. "Such" + "a / an" + noun TIP "Such" + "a / an" + noun is more common with extreme nouns such as "success" rather than neutral ones such as "event." "Such" + "a / an" + adjective + noun "So" can be added before an adjective or an adverb to add emphasis. FURTHER EXAMPLES "WILL," "MIGHT," AND "MAY" This is an alternative to "might." This means something is impossible or very unlikely. CHECKLIST Three-word phrasal verbs Social media Social networking 137 Career outcomes To talk about possible future events, such as career development and promotion, use "will," "might," and "won't" to say how likely something is to happen. Question doesn't use "did." FURTHER EXAMPLES SUBJECT QUESTIONS HOW TO FORM SUBJECT QUESTIONS "Who" (for people) and "what" (for things) are the most common pronouns used in subject questions. Action Report FURTHER EXAMPLES THE SECOND CONDITIONAL The "if" clause can come in the middle of a second conditional sentence. They can be replaced with other verbs that suggest the speaker's mood or reason for speaking. COURSE BOOK 25/08/2016 16:55 Modules Each unit is broken down into modules, which should be done in order. Formal alternative to "said." Formal alternative to "first." Formal alternative to "main." REWRITE THE SENTENCES, CORRECTING THE ERRORS 34 MATCH THE BEGINNINGS OF THE SENTENCES TO THE CORRECT ENDINGS FILL IN THE GAPS USING THE WORDS IN THE PANEL CHECKLIST Past perfect and past simple Formal business English Writing reports 35 Making apologies The present perfect continuous describes ongoing situations in the past that may affect the present. HOW TO FORM THE PAST SIMPLE AND THE PAST CONTINUOUS The past simple is usually formed by adding "ed" to the base form of the verb. The Business English edition covers essential English phrases and constructions for a wide range of common business scenarios. FURTHER EXAMPLES DEPENDENT PREPOSITIONS CROSS OUT THE INCORRECT WORDS IN EACH SENTENCE 122 READ THE COVER LETTER AND ANSWER THE QUESTIONS MATCH THE PHRASES THAT MEAN THE SAME 123 KEY LANGUAGE DEPENDENT PREPOSITIONS (CHANGE IN MEANING) Some words can be paired with different dependent prepositions. KEY LANGUAGE REPORTING VERBS WITH "THAT" "Say" and "tell" do not give any information about the speaker's manner. SUBJECT 16 PAST CONTINUOUS REST OF CLAUSE PAST SIMPLE CROSS OUT THE INCORRECT WORDS IN EACH SENTENCE KEY LANGUAGE THE PAST TENSE FOR POLITENESS MARK THE SENTENCES THAT ARE CORRECT YOU may hear people ask questions about a present situation in the past tense. The simplest question tags use the verb "be" with a pronoun matching the subject of the sentence. 160 Use "could" with the base form of a verb to make suggestions. Use the past continuous to talk about ongoing actions that were in progress at a certain time in the past. SPEAKING Compare your spoken English to model audio recordings. You can also say "As an illustration..." at the start of a sentence. STATEMENT QUESTION TAG For statements with "I," "aren't I?" is used in the negative question tag, not "amn't I?" For most verbs other than "be," a present simple statement is followed by a question tag with "do" or "does." PRESENT SIMPLE A past simple statement is followed by a question tag with "did." A statement with an auxiliary verb is followed by a question tag with the same auxiliary. MAIN CLAUSE 126 DEFINING RELATIVE CLAUSE RETURN TO MAIN CLAUSE MATCH THE BEGINNINGS OF THE SENTENCES TO THE CORRECT ENDINGS CROSS OUT THE INCORRECT WORDS IN EACH SENTENCE 127 KEY LANGUAGE NON-DEFINING RELATIVE CLAUSES Non-defining relative clauses give extra information about situations, people, or things. Past perfect Past participle HOW TO FORM THE THIRD CONDITIONAL "IF" PAST PERFECT REST OF CLAUSE "WOULD" + "HAVE" + PAST PARTICIPLE FURTHER EXAMPLES THE THIRD CONDITIONAL Third conditional sentences can start with the result. WRITE THE PHRASES FROM THE PANEL IN THE CORRECT CATEGORIES GENERALIZING 148 EXCEPTIONS FOCUSING REWRITE THE SENTENCES, PUTTING THE WORDS IN THE CORRECT ORDER LISTEN TO THE AUDIO AND ANSWER THE QUESTIONS A brand manager is talking to an audience about a new range of products. New language Email language Vocabulary Meetings and workshops New skill Making plans TIP Keep your style consistent. Supporting audio This symbol indicates that the model sentences featured in the module are available as audio recordings. Subject "HAVE / HAS" + PAST PARTICIPLE REST OF SENTENCE FILL IN THE GAPS BY PUTTING THE VERBS IN THE PRESENT PERFECT SIMPLE 18 LISTEN TO THE AUDIO AND ANSWER THE QUESTIONS Two colleagues are discussing their past experience. New language Past perfect and past simple Vocabulary Formal business English New skill Writing reports KEY LANGUAGE PAST PERFECT AND PAST SIMPLE English uses the past perfect and the past simple together to describe past events that occurred at different times. KEY LANGUAGE THE PRESENT PERFECT CONTINUOUS Graphic guide Read, simple visuals help to explain the meaning of new language forms, and show you business situations in which you might expect to use them. Each learning module introduces appropriate English for a particular situation, as well as general points of English language to improve your overall fluency. RETURN TO MAIN CLAUSE REWRITE THE SENTENCES, CORRECTING THE ERRORS LISTEN TO THE INTERVIEW, THEN NUMBER THE SENTENCES IN THE ORDER YOU HEAR THEM 129 KEY LANGUAGE MORE RELATIVE PRONOUNS Relative clauses can use other relative pronouns, depending on the nouns they refer to. New language Present simple and continuous Vocabulary Etiquette for introductions New skill Introducing yourself and others KEY LANGUAGE INTRODUCING YOURSELF AND OTHERS It is common to shake hands with new colleagues and introduce yourself. Past continuous replaces present continuous. It is polite to introduce people you know but who do not know each other. MAIN CLAUSE DEFINING RELATIVE CLAUSE This relative pronoun is used for people. Speaking exercise This symbol indicates that you should say your answers out loud, then compare them to model recordings included in your audio files. The meaning is the same. READ THE ARTICLE AND ANSWER THE QUESTIONS CROSS OUT THE INCORRECT WORDS IN EACH SENTENCE 55 KEY LANGUAGE AGENTS IN THE PASSIVE VOICE "By" can be used to show the person or thing doing the action. PRESENT PERFECT CONTINUOUS FURTHER EXAMPLES THE PRESENT PERFECT CONTINUOUS Add "not" or its short form after "have" or "has" to form the negative. She has a keen interest in the use of graded readers and the sound pedagogical use of technology in teaching. 85 KEY LANGUAGE TALKING ABOUT RESULTS Some discourse markers link an action or situation with its result. LISTENING Test your understanding of spoken English. WRITE THE ADJECTIVES FROM THE PANEL IN THE CORRECT CATEGORIES EXTREME ABSOLUTE CLASSIFYING READ THE ARTICLE AND ANSWER THE QUESTIONS 67 KEY LANGUAGE NON-GRADING ADVERBS Some adverbs can be used to qualify non-gradable adjectives. Continuous tenses can also soften questions and requests. Supporting graphics Visual cues are given to help you understand the exercises. NEGATIVE STATEMENT POSITIVE QUESTION TAG Verb is negative. Sample language New language points are introduced in common business contexts. You can also say "Please find... attached." This means that Giorgio can also read the email. Every exercise is introduced with a symbol to indicate which skill is being practiced. Formal alternative to "This report shows." Use the infinitive with "to" to talk about purpose. No date is specified, so the present perfect is used. BEEN VERB + "ING" Add "ing" to the main verb. Comparative Superlative For some two-syllable adjectives, and all adjectives with more than two syllables, add "more" before the adjective to make the comparative, and "the most" to make the superlative. MARK THE SENTENCES THAT ARE CORRECT READ THE PERFORMANCE REVIEW AND ANSWER THE QUESTIONS 139 KEY LANGUAGE "DEFINITELY" AND "PROBABLY" Use "definitely" with "will" and "won't" to talk about things that are certain, and "probably" for things that are likely. PRESENT PERFECT CONTINUOUS The situation usually affects the present moment or recent past. He is the co-author of works on pronunciation teaching and language-teaching methodology, and author of numerous books for English-language teachers. They can be modified with grading adverbs such as "slightly," "very," and "extremely." Non-gradable adjectives cannot be modified in this way. ETL takes a phone call from a customer who wants to complain 25/08/2016 16:55 about 4 changes in meaning 23, 31 checking information 28 classifying adjectives 17 190 clients 11, 34 closed questions 26 colleagues 2, 5, 10 working relationships 34 collocations 40 companies 3, 30 comparative adjectives 39 comparisons 22 comparison 8, 41 conditionals 43, 44 conferences 1 "consequently" 22 contacts 43 continuous tenses 1, 2, 11, 14 contrasts 22 conversational English 2, 4 see also spoken English corporate entertainment 23 "could" 19, 21, 43 for polite requests 5, 8 in passive voice 14 "could not" 21 countable nouns 27 countering 2 in opinion 38 cover letters 31 co-workers see colleagues 6 defining relative clauses 32 definite article 30 "definitely" 35 delegation 5 departments 3, 30 dependent prepositions 31 descriptions, job 3, 30 "did" 2, 21 "didn't be / she" 28 directions see signposting language direct questions 26 disagreements, in the workplace 42 discourse markers 22, 42 "do" 26 E 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CROSS OUT THE INCORRECT WORDS IN EACH SENTENCE, THEN SAY THE SENTENCES OUT LOUD 28 READ THE ARTICLE AND ANSWER THE QUESTIONS CHECKLIST Modal verbs for obligation Delegation and politeness Delegating tasks to colleagues REVIEW THE ENGLISH YOU HAVE LEARNED IN UNITS 1-5 NEW LANGUAGE SAMPLE SENTENCE UNIT INTRODUCING YOURSELF AND OTHERS THE PAST SIMPLE AND THE PAST CONTINUOUS FOR PAST EXPERIENCES THE PAST TENSE FOR POLITENESS TALKING ABOUT THE RECENT PAST WITH THE PRESENT PERFECT SIMPLE TALKING ABOUT CHANGES WITH "USED TO" AND "BE / GET USED TO" DELEGATING TASKS WITH MODALS 29 Vocabulary MONEY AND FINANCE 30 31 Writing a report When writing a report, you may need to use different past tenses to show sequences of events. Use "not" after modal verbs to form negatives. Use "the" when the reader or listener already knows what you are talking about. CHECKLIST Adjectives and adverbs Descriptive adjectives Modifying descriptions of products 69 Advertising and branding When you want to tell people about your company, product, or brand, intensifiers like "enough," "too," "so," and "such" can help communicate your point. 110 REWRITE THE QUESTIONS, PUTTING THE WORDS IN THE CORRECT ORDER MARK THE BEST QUESTION FOR EACH SITUATION 111 KEY LANGUAGE QUESTION TAGS Another way to check information is by using question tags. New language Phrasal verbs Vocabulary Arrangements and plans New skill Keeping co-workers informed KEY LANGUAGE PHRASAL VERBS Phrasal verbs consist of a verb followed by at least one particle. New language Dependent prepositions Vocabulary Cover-letter vocabulary New skill Writing a cover letter KEY LANGUAGE DEPENDENT PREPOSITIONS Some English words cannot be used on their own. This is called reported speech. "These" is replaced by the more distant "those." "This" is replaced by the more distant "that." REWRITE THE SENTENCES, PUTTING THE WORDS IN THE CORRECT ORDER 99 KEY LANGUAGE "TELL" IN REPORTED SPEECH In reported speech, "tell" can also be used as the main verb. It emphasizes how small the amount is. MATCH THE PAIRS OF SENTENCES 138 This means something is possible but not certain. MATCH THE SENTENCES TO THE CORRECT RESPONSES Module number Every module is identified with a unique number, so you can easily locate answers and related audio. Direct speech uses the present simple. For example, if you add a comma after your greeting, remember to add one after your sign-off, too. OPINION ADJECTIVES "Nice" is a general opinion adjective. "Must not" means that something is prohibited. Many of the phrases include "used to," which can have several different meanings. 38 "HAS / HAVE" "Been" says the same for all subjects. New language Discourse markers Vocabulary Teamwork and team building New skill Expressing your ideas KEY LANGUAGE EXPRESSING SIMILAR IDEAS Some discourse markers link ideas that are similar to each other. New language Modal verbs for possibility Vocabulary Career development New skill Talking about the future KEY LANGUAGE "WILL" AND "MIGHT" Use "will" when something is certain or very likely to happen. "Might" can also be used to discuss conditions. KEY LANGUAGE COUNTERING THE GENERAL OPINION To counter something that has been stated as, or is understood as, the general opinion there are a number of set phrases you can use. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form, or by any means (electronic, mechanical, photocopying, recording, or otherwise), without the prior written permission of the copyright owner. Past simple and past continuous tenses are often used to do this. Note: All answers can also use the short form of the future with "will." 189 Index Subjects are indexed by unit number. Non-defining relative clauses can also go in the middle of a sentence. It is important to ensure that even informal messages are polite. New language Third conditional Vocabulary Workplace mistakes New skill Talking about past mistakes KEY LANGUAGE THE THIRD CONDITIONAL In third conditional sentences, the past perfect describes something that did not happen, and the "would" clause describes the unreal result. "Too" + adjective MARK THE SENTENCES THAT ARE CORRECT 70 "Too" + adverb LISTEN TO THE AUDIO AND MARK WHICH THINGS ARE DESCRIBED READ THE ARTICLE AND ANSWER THE QUESTIONS 71 KEY LANGUAGE "SO" AND "SUCH" "Such" can be added before a noun to add emphasis. POSITIVE STATEMENT Verb is positive. "Get used to" can be followed by a noun or gerund. FURTHER EXAMPLES DISCOURSE MARKERS FOR EMPHASIS CROSS OUT THE INCORRECT WORDS IN EACH SENTENCE 166 LISTEN TO THE NEGOTIATION, THEN NUMBER THE SENTENCES IN THE ORDER YOU HEAR THEM RESPOND OUT LOUD TO THE AUDIO, FILLING IN THE GAPS USING THE WORDS IN THE PANEL CHECKLIST Discourse markers for emphasis Workplace disagreement Emphasizing your opinion 167 Discussing conditions English often uses the first and second conditionals for negotiating with clients and co-workers, and the zero conditional to talk about general truths. "Be used to" can be followed by a noun or gerund. It is important to use the correct word order with phrasal verbs. FURTHER EXAMPLES NON-GRADING ADVERBS MARK THE SENTENCES THAT ARE CORRECT 68 KEY LANGUAGE "REALLY," "FAIRLY," AND "PRETTY" A few adverbs can be used with both gradable and non-gradable adjectives. MARK THE SENTENCES THAT ARE CORRECT MATCH THE BEGINNINGS OF THE STATEMENTS TO THE CORRECT ENDINGS 86 READ THE ARTICLE AND ANSWER THE QUESTIONS SAY THE SENTENCES OUT LOUD. CORRECTING THE ERRORS CHECKLIST Discourse markers Teamwork and team building Expressing your ideas 87 Planning events Many English verbs that are used to give opinions or talk about plans, intentions, and arrangements are followed by a gerund or an infinitive. HOW TO FORM THE PAST PERFECT SUBJECT "HAD" "Had" does not change with the subject. Opinions come first, followed by different types of facts. Reported question uses "if" or "whether." Direct question. The past simple describes the event that is closest to the time of speaking. In this context, "could" can be followed by most English verbs. Fact adjectives also have their own order, depending on their meaning. MATCH THE BEGINNINGS OF THE SENTENCES TO THE CORRECT QUESTION TAGS FILL IN THE GAPS USING THE CORRECT QUESTION TAGS 113 VOCABULARY POLITE CHECKS AND ECHO QUESTIONS There are also certain set phrases you can use to politely check information. You can also repeat the important word or phrase you want to check, or echo part or all of the sentence with a question word or phrase at the end. Neutral and informal opening sentence. Use "do" or "make" after "would" to talk about future potential. General Specific FURTHER EXAMPLES ZERO AND DEFINITE ARTICLES (PLURALS) MARK THE SENTENCES THAT ARE CORRECT 119 KEY LANGUAGE MORE USES OF THE ZERO ARTICLE Use the zero article to talk about company names, place names (including most countries and continents), and languages. FURTHER EXAMPLES "USED TO," "GET USED TO," AND "BE USED TO" In questions and negatives, there is no "d" after "use." 22 MARK THE SENTENCES THAT ARE CORRECT LISTEN TO THE AUDIO, THEN NUMBER THE PICTURES IN THE ORDER THEY ARE DESCRIBED REWRITE THE SENTENCES, PUTTING THE WORDS IN THE CORRECT ORDER 23 MATCH THE PAIRS OF PHRASES THAT MEAN THE SAME THING READ THE ARTICLE AND ANSWER THE QUESTIONS 24 MARK THE BEST REPLY TO EACH STATEMENT CROSS OUT THE INCORRECT WORDS IN EACH SENTENCE, THEN SAY THE SENTENCES OUT LOUD CHECKLIST "Used to," "be / get used to" Small talk Talking about changes at work 25 Delegating tasks When things get busy, you may want to delegate tasks to colleagues. HOW TO FORM AGENTS IN THE PASSIVE VOICE SUBJECT FORM OF "BE" PAST PARTICIPLE REST OF SENTENCE FILL IN THE GAPS USING THE PASSIVE PHRASES IN THE PANEL 56 "BY" REWRITE THE SENTENCES USING THE PASSIVE VOICE, USING "BY" TO SHOW THE AGENT LISTEN TO THE AUDIO, THEN NUMBER THE PICTURES IN THE ORDER THEY ARE DESCRIBED 57 KEY LANGUAGE MODALS IN THE PASSIVE VOICE Certain modals can be used as set phrases in the passive voice to express ideas such as possibility, ability, likelihood, and obligation. Use "a" because this is the first time "job" is mentioned. After making general statements, you may want to focus on a particular area in detail. You are encouraged to use them as much as you can, to improve your understanding of spoken English, and to make your own accent and pronunciation more natural. The infinitive is used to describe an action that happens after the main verb's action. "How do you do?" is quite formal. The object can come between the verb and the particle. It emphasizes how small the number is. The best way to learn is to work through the book in order, making full use of the audio available on the website and app. CHECKLIST "Few," "little," and "all" Meetings Talking about quantity 109 Checking information Sometimes you may need to clarify whether you have understood a point. Suggestion or gentle advice. In addition to directing English-language courses in at least four different continents, she has been President of the International Association of Teachers of English as a Foreign Language, and an adviser to the British Council and the US State Department. 26 SUBJECT "MUST / HAVE TO" MAIN VERB REST OF SENTENCE MATCH THE BEGINNINGS OF THE SENTENCES TO THE CORRECT ENDINGS MARK THE SENTENCES THAT ARE CORRECT LISTEN TO THE AUDIO AND ANSWER THE QUESTIONS A manager is delegating tasks to an employee at a firm. "IF" PAST SIMPLE OBJECT The past simple describes the hypothetical action. Other people may also use a variety of phrases to introduce you. You can take a break from learning after completing any module. "Admit" suggests a confession on the part of the speaker. Reported speech uses the past simple for the reported verb. Adjective + "enough" Adverb + "enough" "Too" can be used before an adjective or adverb to show that it's more than enough. New language "Few," "little," and "all" Vocabulary Meetings New skill Talking about quantity KEY LANGUAGE "FEW" FOR SMALL NUMBERS "Few" is used with plural countable nouns to say that there are not many of something. The past perfect passive is formed using "had been" and the past participle. "To eat" is the infinitive form of the verb. "Apply" cannot be paired with any other preposition in this context. VOCABULARY Cement your understanding of key vocabulary. It describes the result of a possible (but uncertain or unlikely) action. 32 PAST PARTICIPLE The past participle describes the event in the past. New language Indirect questions Vocabulary Business negotiations New skill Negotiating politely KEY LANGUAGE NEGOTIATION AND SUGGESTIONS One way of making language for negotiation more polite and indirect is to use modal verbs or the past continuous. Summarizing the content of the talk. Use "when" to refer to a time. FILL IN THE GAPS BY PUTTING THE VERBS IN THE PAST PERFECT OR PAST SIMPLE READ THE REPORT AND MARK THE CORRECT SUMMARY KEY LANGUAGE PROJECT REPORTS Here are some examples of formal language typically found in project reports. Listening exercise This symbol indicates that you should listen to an audio track in order to answer the questions in the exercise. Use the past simple to make requests more polite. A "a," article 30 abilities 20, 21 absolute adjectives 17 achievements 32 "actually" 38, 42 adjectives 15, 39, 40 for advertising and marketing 17, 18 adverbs 17, 18, 40 advertising 16, 18 advice 19 "afraid" 41 "all" 27 "also" 22 "although" 22 ambitions see careers "an" 30 apologies 8 applications, job 30, 31 "apply" 31 arguments, developing 38 arrangements see plans articles 30 "as..." CROSS OUT THE INCORRECT WORD IN EACH SENTENCE 62 READ THE ARTICLE AND ANSWER THE QUESTIONS SAY THE SENTENCES OUT LOUD, FILLING IN THE GAPS USING THE WORDS IN THE PANEL CHECKLIST Adjective order Fact and opinion adjectives Describing a product 63 Vocabulary MARKETING AND ADVERTISING 64 65 Marketing a product You can use a variety of adjectives and adverbs to describe the key features when marketing a product or service. It can also be added before an adjective and noun combination. A specific date is given, so the past simple is used. In sentences with "unless," the result only happens if the action does not take place. "Such as" comes in the middle of a sentence before the noun it is illustrating. 161 KEY LANGUAGE INDIRECT QUESTIONS Indirect questions start with a polite opening phrase. "That" is usually added after "said" in reported speech. VERB + GERUND 90 VERB + INFINITIVE MATCH THE BEGINNINGS OF THE SENTENCES TO THE CORRECT ENDINGS LISTEN TO THE AUDIO AND ANSWER THE QUESTIONS Sunita and Darren are arranging for some overseas clients to visit their office. BEEN "Been" stays the same for all subjects. ENGLISH FO R E V E RYO N E COURSE BOOK LEVEL BUSINESS ENGLISH Contents Project Editors Lili Bryant, Laura Sandford Art Editors Chrissy Barnard, Paul Drislane, Michelle Staples Editor Ben Ffranco Davies Editorial Assistants Sarah Edwards, Helen Leech Illustrators Edward Burn, Michael Parkin, Gus Scott Managing Editor Daniel Mills Managing Art Editor Anna Hall Audio Recording Manager Christine Stroyan Jacket Designer Ira Sharma Jacket Editor Claire Gell Managing Jacket Editor Saloni Singh Jacket Design Development Manager Sophia MTT Producer, Pre-production Andy Hilliard Producer Mary Slater Publisher Andrew Macintyre Art Director Karen Self Publishing Director Jonathan Metcalf DK India Senior Managing Art Editor Arunesh Talapatra Senior Art Editor Chayya Saijan Art Editors Meenal Goei, Roshni Kapur Assistant Art Editor Rohit Dev Bhardwaj Illustrators Manish Bhatt, Arun Pottiraiyil, Sachin Tanwar, Mohd Zishan Editorial Coordinator Priyanka Sharma Pre-production Manager Balwant Singh Senior DTP Designers Harish Aggarwal, Vishal Bhatia DTP Designer Jaypal Chauhan First published in Great Britain in 2017 by Dorling Kindersley Limited 80 Strand, London, WC2R 0RL Copyright © 2017 Dorling Kindersley Limited A Penguin Random House Company 10 8 6 4 2 1 3 5 7 9 001-296905-Jan/2017 All rights reserved. Use "still" to emphasize that a situation is ongoing. New language Verb patterns Vocabulary Corporate entertainment New skill Talking about business events KEY LANGUAGE VERBS AND GERUNDS / INFINITIVES Some English verbs are followed by gerunds. READ THE ARTICLE AND ANSWER THE QUESTIONS Checklists Every unit ends with a checklist, where you can check off the new skills you have learned. REWRITE THE SENTENCES, PUTTING THE WORDS IN THE CORRECT ORDER SAY THE SENTENCES OUT LOUD. CORRECTING THE ERRORS 163 KEY LANGUAGE THE PASSIVE VOICE In formal or written negotiations or complaints, you can use the passive voice to be polite and avoid sounding too critical. New language Subject questions, question tags Vocabulary Polite checks and echo questions New skill Checking information KEY LANGUAGE SUBJECT QUESTIONS In English, most questions ask about the person or thing receiving that action (the object). Module heading The teaching topic appears here, along with a brief introduction. New language Continuous tenses NUMBER THE PHRASES Vocabulary THEN Arrangements and schedules IN THE ORDER YOU HEAR THEM New skill Keeping clients informed CROSS OUT THE INCORRECT WORD IN EACH SENTENCE, THEN SAY THE SENTENCES OUT LOUD KEY LANGUAGE THE PRESENT CONTINUOUS English uses the present continuous to describe what's happening right now. The past continuous passive describes ongoing actions in the past. MATCH THE DIRECT SPEECH TO THE REPORTED SPEECH REWRITE THE SENTENCES, PUTTING THEM INTO REPORTED SPEECH 97 KEY LANGUAGE TIME AND PLACE REFERENCES If speech is reported some time after it was said, words used to talk about times and places may need to change. 37 LISTEN TO THE AUDIO AND MARK WHETHER THE ACTIVITY IN EACH PICTURE TAKES PLACE IN THE PRESENT OR THE PAST 036-039 EFE Business 82 Making Apologies UnitaInn 37 Present Present Present Future Future 44 10 Future Supporting audio This symbol shows 25/08/2016 that the answers to the exercise are available as audio tracks. PAST PERFECT TWO MONTHS AGO PAST SIMPLE ONE MONTH AGO FURTHER EXAMPLES PAST PERFECT AND PAST SIMPLE Add "not" or its short form after "had" to form negatives. READ THE ARTICLE AND ANSWER THE QUESTIONS 150 These phrases tend to go at the beginning of sentences.

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