

PRE-INTERMEDIATE BUSINESS ENGLISH PRACTICE FILE

NEW EDITION

MARKET LEADER



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PEARSON
Longman

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FINANCIAL
TIMES

Map of the Practice File

Language work			Talk business	
Vocabulary	Language review	Writing	Sound work	Survival business English

Unit 1 Careers

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Words for talking about jobs

Ability
Requests
Past abilities

Past abilities
Curriculum vitae
Editing

Individual sounds:
The difference between /i/ and /i:/
Connected speech:
Can/Can't
Stress and intonation:
Questions

Telephoning

Unit 2 Selling online

page 8 / page 56

Words for talking about selling

Modals

Placing an order
Replying to an order
Editing

Individual sounds:
Same or different
Connected speech: *have to*
Stress and intonation:
Rising and falling intonation

Negotiating

Unit 3 Companies

page 12 / page 58

Words for talking about companies

Present tenses

An informal e-mail
Linkers

-s endings
Connected speech:
are

Company presentation

Unit 4 Great ideas

page 16 / page 60

Words for talking about new ideas

Past tenses

Giving information
Editing

-ed endings
Connected speech:
was and were

Meetings

Unit 5 Stress

page 20 / page 62

Words for talking about stress in the workplace

The present perfect tense

Punctuation
A report
Editing

Groups of consonants
Connected speech:
has/have; hasn't/haven't
Stress and intonation:
Question tags

Making and responding to suggestions

Unit 6 Entertaining

page 24 / page 64

Words for talking about food and drink

Multi-word verbs

A report
A hotel booking

Individual sounds:
The letter *a*
Connected speech:
Linking sounds

Making small talk

	Language work			Talk business	
	Vocabulary	Language review	Writing	Sound work	Survival business English
Unit 7 Marketing page 28 / page 66	Words for talking about marketing	Asking questions	Answering an enquiry Reports Editing	Individual sounds: /ɒ/ and /ɔː/ Connected speech: <i>do you, did you, would you</i> Stress and intonation: Stressed syllables	Using stress to correct information Getting the message right
Unit 8 Planning page 32 / page 68	Words for talking about making plans	Talking about the future	Linkers Time management Editing	Individual sounds: The letter <i>o</i> Connected speech: <i>to</i> Stress and intonation: Stressed syllables	Checking information
Unit 9 Managing people page 36 / page 70	Words for talking about management Verbs and prepositions	Reported speech	Preparing for report writing Requesting information	Individual sounds: Matching sounds Connected speech: Linked sounds Stress and intonation: Different stresses	Socialising Taking a message
Unit 10 Conflict page 40 / page 72	Words for talking about negotiating	Conditionals	Business letters Editing	Individual sounds: The <i>schwa</i> sound Connected speech: Contractions Stress and intonation: Rising and falling intonation	Dealing with conflict
Unit 11 New business page 44 / page 74	Words for talking about economics	Time clauses	Linkers Report writing Editing	Individual sounds: Vowel sounds Connected speech: Linking sounds Stress and intonation: Dates	Numbers
Unit 12 Products page 48 / page 76	Words for talking about products	Passives	Linkers Enquiring about a product Editing	Groups of consonants Connected speech: <i>its, it has, it is</i> Stress and intonation: Main stresses	Asking questions about a product Presenting a product