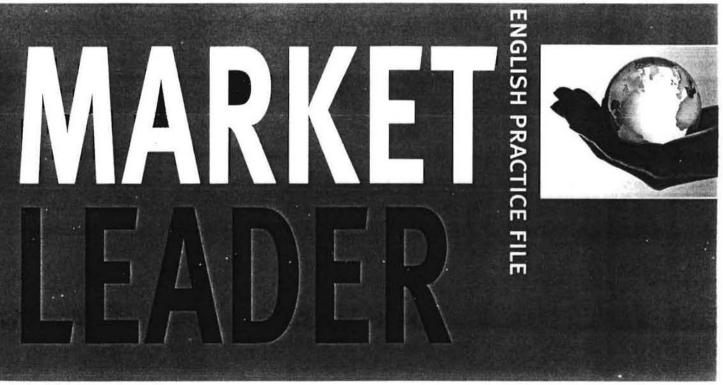
PRE-INTERMEDIATE BUSINESS

## **NEW EDITION**



John Rogers



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## Map of the Practice File

Language work

Vocabulary

Language review

Writing

Talk business

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 /ɪ/
and /i:/
Connected speech:

Can/Can't
Stress and intonation:

Questions

Telephoning

Unit 2 Selling online

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Words for talking about selling

Modals

Placing an order Replying to an order Editing Individual sounds: Same or different Connected speech: ha

Connected speech: have to Stress and intonation: Rising and falling intonation Negotiating

Unit 3 Companies

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Words for talking about companies Present tenses

An informal e-mail Linkers -s endings Connected speech: are Company presentation

Unit 4 Great ideas

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Words for talking about new ideas

Past tenses

Giving information Editing

-ed endings Connected speech: was and were Meetings

Unit 5 Stress

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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

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Words for talking about food and drink Multi-word verbs A report A hotel booking

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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: /D/ and /D:/ Connected speech: do you, did you, would you 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 o Connected speech: to 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 schwa 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 1817.	Linkers Enquiring about a product Editing	Groups of consonants Connected speech: its, it has, it is Stress and intonation: Main stresses	Asking questions about a product Presenting a product