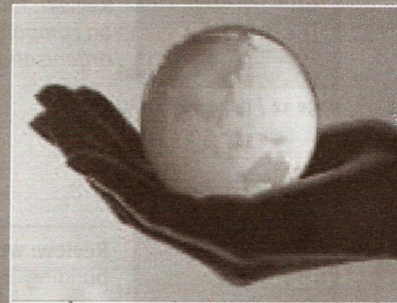


Map of the Practice File

INTERMEDIATE BUSINESS ENGLISH PRACTICE FILE

NEW EDITION

# MARKET LEADER



John Rogers



**FINANCIAL TIMES**  
World business newspaper.

# Map of the Practice File

	Language work			Talk business	
	Vocabulary	Language review	Writing	Sound work	Survival business English
<b>Unit 1</b> <b>Brands</b> page 4 / page 62	Review and extension: <i>brands</i> and <i>marketing</i> words and collocations	Present simple Present continuous	Editing Replying to an e-mail	The 3rd person singular ending	Making suggestions Getting the message right
<b>Unit 2</b> <b>Travel</b> page 8 / page 64	Review and extension: <i>business travel</i> words and phrases in context	Future forms	Completing a fax Writing an e-mail Editing	<b>Individual sounds:</b> dark / <b>Connected speech:</b> disappearing sounds <b>Stress and intonation:</b> <i>wh</i> - questions	Asking for agreement or confirmation Getting the message right
<b>Unit 3</b> <b>Organisation</b> page 12 / page 66	Review: focus on <i>company organisation</i>	Noun combinations	Completing an e-mail Replying to an e-mail Editing	<b>Individual sounds:</b> the letter <i>u</i> <b>Connected speech:</b> consonant-vowel links <b>Stress and intonation:</b> three-syllable words	Making business contacts Listening practice
<b>Unit 4</b> <b>Change</b> page 16 / page 68	Review: word-building Extension: focus on <i>introducing change</i>	Past simple and present perfect	Identifying function An introduction to report writing Editing	<b>Individual sounds:</b> the <i>schwa</i> sound <b>Connected speech:</b> contracted forms	Taking part in meetings Getting the message right
<b>Unit 5</b> <b>Money</b> page 20 / page 70	Review: <i>finance</i> words and collocations	Describing trends	Linking words Editing	Weak forms Saying the date	Using stress to correct information Listening practice
<b>Unit 6</b> <b>Advertising</b> page 24 / page 72	Review: <i>advertising</i> words and collocations	Using articles	Completing a letter Replying to a letter Generalising Editing	<b>Individual sounds:</b> contrasting /əʊ/ and /aʊ/ <b>Connected speech:</b> linking <i>r</i> <b>Stress and intonation:</b> lists	Giving presentations
<b>Unit 7</b> <b>Cultures</b> page 28 / page 74	Review and extension: focus on idioms	Modals	Unscrambling texts Completing a letter Editing	<b>Individual sounds:</b> silent letters <b>Connected speech:</b> weak forms of <i>have to</i> <b>Stress and intonation:</b> highlighting	Social situations

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

<b>Unit 8</b> <b>Employment</b> page 32 / page 76	Review and extension: <i>employment</i> words and collocations	Question forms Indirect questions	Completing a job advertisement Sequencing a letter of application Editing	<b>Individual sounds:</b> the ending <i>-tion</i> , <i>-ssion</i> , or <i>-sion</i> <b>Connected speech:</b> consonant-vowel links <b>Stress and intonation:</b> showing interest	Getting the message right Asking for repetition
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<b>Unit 9</b> <b>Trade</b> page 36 / page 78	Review and extension: <i>trade</i> words and collocations	Conditional sentences	Completing a letter Correcting a letter Editing	<b>Individual sounds:</b> the letter <i>a</i> <b>Connected speech:</b> contracted forms <b>Stress and intonation:</b> conditional sentences	Negotiating
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<b>Unit 10</b> <b>Quality</b> page 40 / page 80	Review and extension: words and collocations for talking about problems with <i>quality</i>	Infinitives and gerunds	Formal or informal language Completing a letter Editing	<b>Individual sounds:</b> the sound /eɪ/	Complaints Identifying topics
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<b>Unit 11</b> <b>Ethics</b> page 44 / page 82	Review: <i>ethics</i> words and collocations	Tense review	Linking words Sequencing an e-mail Editing	<b>Individual sounds:</b> the sound /ʌ/ <b>Connected speech:</b> weak forms of <i>was</i> and <i>were</i> <b>Stress and intonation:</b> question tags	Listening practice Giving advice; making suggestions
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<b>Unit 12</b> <b>Leadership</b> page 48 / page 84	Review and extension: <i>leadership</i> words in context	Relative pronouns Defining and non-defining relative clauses	Formal or informal language Editing	<b>Connected speech:</b> consonant-vowel links <b>Stress and intonation:</b> identifying stressed syllables	Listening practice
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<b>Unit 13</b> <b>Innovation</b> page 52 / page 86	Review and extension: <i>innovation</i> words and collocations	Passive sentences <i>have something done</i>	Re-writing an e-mail Editing	<b>Individual sounds:</b> the sound /ɜ:/ <b>Connected speech:</b> weak forms <b>Stress and intonation:</b> 'new' or 'old' information	Presentations Sounding tactful
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<b>Unit 14</b> <b>Competition</b> page 56 / page 88	Review and extension: <i>competition</i> words and collocations Idioms	Modals	Paraphrasing Matching and sequencing Editing	<b>Individual sounds:</b> contrasting /ɔ:/ and /əʊ/ <b>Connected speech:</b> contracted forms <b>Stress and intonation:</b> identifying word stress	Tactful responses
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