

**NEW EDITION**

# **MARKET LEADER**

**ELEMENTARY BUSINESS ENGLISH PRACTICE FILE**



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# Map of the Practice File

## Language work

## Talk business

### Vocabulary

### Language review

### Writing

### Sound work

### Survival business English

#### Unit 1 Introductions

Words for talking about countries and nationalities

The verb *to be*

Editing  
An e-mail

**Individual sounds:**  
Nationalities and countries  
Sound changes  
**Connected speech:**  
Linking sounds  
**Stress and intonation:**  
Stressed syllables

Conversations  
Listening practice

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#### Unit 2 Work and leisure

Words for talking about work and leisure activities

Verb forms  
Word order

Spelling  
Focus on capital letters  
Filling in a form  
An e-mail

3rd-person -s  
*/ɪ/* and */aɪ/*  
**Connected speech:**  
Linking sounds

Questions and answers  
Listening practice

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#### Unit 3 Problems

Words for talking about problems at work

Negatives and questions  
*some/any*

Spelling  
Focus on punctuation  
Linking information: *and* or *but*?  
A letter

**Individual sounds:**  
The letter *a*  
**Connected speech:**  
*Do you?*  
**Stress and intonation:**  
Stressing important words

What's the problem?  
Listening practice

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#### Unit 4 Travel

Words for talking about travel  
Collocations

*can, there is, there are, there and it*

Editing  
A hotel reservation

**Individual sounds:**  
The letter *o*  
**Connected speech:**  
Positive and negative sentences  
**Stress and intonation:**  
Polite requests

Using stress to correct information  
Listening practice

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#### Unit 5 Food and entertaining

Words for talking about food and entertaining  
Collocations

Countable and uncountable nouns  
*much, many*

Editing  
A message

**Individual sounds:**  
*/i/* and */i:/*  
**Connected speech:**  
*for, some, of*  
The *schwa* sound  
**Stress and intonation:**  
Word stress

Eating out  
Listening practice

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#### Unit 6 Sales

Words for talking about selling  
Collocations

Past forms

Editing  
A letter

**Individual sounds:**  
Matching sounds  
Forms of *to be*  
**Stress and intonation:**  
Stress patterns within words

Sales talk  
Listening practice

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Language work

Talk business

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Writing

Sound work

Survival business English

Unit 7  
People

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Words for talking about people and dealing with people  
Opposites

Past forms and infinitives

Linkers  
Editing

Groups of consonants  
**Connected speech:**  
Linking sounds  
**Stress and intonation:**  
Questions

Management issues  
Listening practice

Unit 8  
Markets

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Words for talking about marketing

Adjectives: comparatives

E-mails

**Individual sounds:**  
The *schwa* sound  
**Connected speech:**  
Comparative forms  
**Stress and intonation:**  
Word stress

Meetings  
Listening practice

Unit 9  
Companies

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Words for talking about companies

Present continuous

Editing  
Company literature

Silent letters  
**Connected speech:**  
Pronouncing *are, aren't, isn't*

Talks and presentations  
Listening practice

Unit 10  
The Web

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Words for talking about the Internet  
Time expressions  
Prepositions

Future forms

Word order  
E-mails

**Individual sounds:**  
Pronouncing *v* and *w*  
**Connected speech:**  
Contracted forms  
**Stress and intonation:**  
Using stress to correct information

Making arrangements  
Listening practice

Unit 11  
Cultures

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Words for talking about cultures in countries and in companies

*should / shouldn't, could / would*

Linkers  
Topic sentences

Groups of consonants  
**Connected speech:**  
*Should and shouldn't*  
**Stress and intonation:**  
The *schwa* sound (unstressed syllables)  
Using stress to sound polite

Dialogues  
Listening practice

Unit 12  
Jobs

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Words for talking about jobs

Present perfect

Word order  
Job applications

**Individual sounds:**  
*/ɒ/* and */ɔ:/*  
**Connected speech:**  
Contractions

A job interview  
Listening practice