Grammar for Business with Audio CD

Grammar for Business is a must-have for intermediate business students and anyone using English in the workplace. It provides clear explanations and authentic practice of the most essential language used in business English. Designed to help you improve your communication skills in real business situations, it includes a unique focus on spoken as well as written grammar, and practical tips on areas such as organising presentations, negotiating and giving your opinion. Ideal for classroom use and self study.

Key Features

- Based on a corpus of real written and spoken business English to ensure you learn language as it's really used.
- Includes a special focus on speaking strategies to help you get your point across more effectively in business.
- Clearly explains differences between formal and informal language and British and American English.
- 'Make it personal' sections encourage you to apply what you have learnt to your own personal experience.
- Audio CD provides extra speaking and listening practice.

http://www.cambridge.org/us/esl/catalog/subject/project/item5629555/grammar-for-business/?site_locale=en_US
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Introduction

Who is this book for?
This book is for intermediate-level students of business English. It teaches the most useful grammar you need to communicate in English, and also gives you lots of practice in the grammar of business communication.

What is ‘business grammar’?
To answer this question, we used a large database of written and spoken business English (a ‘corpus’). This database contains business texts from newspapers and magazines and a separate database of recordings of spoken business English at meetings, negotiations, presentations and other events in companies from different countries.

The database – or corpus – helps us to find the most common words and grammar structures and to see how business people really communicate at work. Many of the examples and practice exercises in the book are edited extracts from the recordings in the database. This symbol – – means that the information is from the corpus; this is how people really use grammar when they speak or write.

What grammar does the book cover?
• First, we focus on the basics – talking about time, the present, past and future.
• Then we look at modal verbs (can, must, may, would, etc.) which help you to be polite or formal or how to ask people to do things, for example.
• Next we go on to look at more complex grammar, such as conditionals and how to report speech.
• Finally, we focus on difficult areas such as prepositions (at, in, on, with), articles (a/an, the) and ways of putting sentences together with conjunctions (although, because).

How is the book organised?
In each unit, you will see
• a presentation page to give you the important information about the grammar of the unit.
• two practice pages, where you can do exercises and activities to practise the grammar and relate it your own work situation.
• two Make it personal sections with activities you can do beyond the book.
• an extension section on speaking or writing; these sections focus on the types of speaking and writing that are common in business, such as organising presentations or writing emails.

After every four units, you will find:
• a Speaking strategies unit, which focuses on speaking skills that business people need, such as managing conversations, disagreeing politely or checking information.
• a test so that you can review what you learnt in the previous four units.

At the back of the book, you will find:
• an answer key, with notes to remind you why these answers are correct.
• the recording script, so you can read the conversations and presentations on the CD.
• the appendices, with useful information on spelling, irregular verbs, North American English, etc.

How do I use the book?
You can work through the book unit by unit, from Unit 1 to Unit 40. However, if you have a problem with a particular area of grammar, or are interested in a specific point, you can also use any unit or group of units separately.

This book is for self-study students, but teachers and students can also use it in class.

What do I need to use the book?
To use the book, you will need to be able to play and listen to the audio CD which comes with the book. The CD has both listening and speaking activities on it.

We hope you enjoy the book, and we wish you success with business English and success in your business and professional life.

The authors
Michael McCarthy
Jeanne McCarten
David Clark
Rachel Clark