

Business PLUS

Preparing for the workplace

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Student's Book **2**

Plan of the book

	Business situation	Grammar focus	Listening and speaking	Vocabulary focus
Before you begin Page viii				
Unit 1				
Welcome to our company Pages 1–8	A visitor	1 Review of present tenses 2 <i>Wh-</i> questions	1 Commuting in Jakarta 2 Talking about the ideal workplace	1 Welcoming a visitor 2 Describing people, places, and things
Unit 2				
Business communication Pages 9–16	Videoconferences	1 Verb + <i>-ing</i> after prepositions 2 Past tense of <i>can, must, have to</i>	Communicating at work Talking about communicating outside work	Computers and the Internet
TOEIC® practice Pages 17–18				
Unit 3				
Products and services Pages 19–26	Describing products	1 Review of past simple 2 The passive	1 Describing services 2 Talking about how to learn a foreign language	1 Adjectives to describe products and services 2 ASEAN: countries, languages, and people
Unit 4				
Targeting the customer Pages 27–34	Advertising	1 First conditional 2 Adverbs of manner	1 Radio commercials 2 Talking about advertising	1 Advertising words 2 Easily confused words (1)
TOEIC® practice Pages 35–36				
Unit 5				
Achievements Pages 37–44	Presenting facts and figures	1 Present perfect 2 <i>Since</i> and <i>for</i>	1 Personal achievements 2 Talking about successful people	1 Graphs and charts 2 Presenting information



Reading	Culture focus	Business writing	Learning outcomes
			Students can . . .
An unusual workplace	The right time		<ul style="list-style-type: none"> ▪ welcome a visitor in a business situation. ▪ use the present tenses. ▪ ask questions with <i>wh-</i> words. ▪ understand a conversation about commuting. ▪ talk about the ideal workplace. ▪ ask people to describe things. ▪ understand a text about working on an oil rig. ▪ understand different attitudes to time and punctuality.
Skype is here to stay		Messages	<ul style="list-style-type: none"> ▪ understand a conversation about videoconferences. ▪ use the <i>-ing</i> form of the verb after prepositions. ▪ use modal verbs in the past and to give advice. ▪ talk about communicating at work and outside work. ▪ talk about computers and the Internet. ▪ understand a text about Skype. ▪ write telephone and text messages.
Wearable technology	Stereotypes		<ul style="list-style-type: none"> ▪ understand someone describing a product. ▪ talk and ask questions using the past simple. ▪ understand and use the passive. ▪ understand a conversation about products and services. ▪ talk about how to learn a foreign language. ▪ use different adjectives to describe products and services. ▪ understand the names of ASEAN countries, languages, and people. ▪ understand a text about wearable technology. ▪ discuss stereotypes.
An advertising trend		Formal and informal language in emails	<ul style="list-style-type: none"> ▪ understand a conversation about advertising. ▪ understand and use the first conditional. ▪ use adverbs of manner to talk about how they do things. ▪ understand commercials and talk about advertising. ▪ understand and use advertising words. ▪ use some easily confused words correctly. ▪ understand a text about an advertising trend. ▪ recognize formal and informal language in emails.
Successful Asian businesspeople	Hand signals		<ul style="list-style-type: none"> ▪ understand a presentation of sales figures. ▪ use the present perfect with <i>for</i> and <i>since</i>. ▪ understand and talk about successful people. ▪ describe graphs and charts. ▪ open and close a presentation and use connecting words. ▪ understand a text about successful Asian businesspeople. ▪ understand typical hand signals.

Plan of the book

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Unit 6				
How would you like to pay? <i>Pages 45–52</i>	Banks and their services	1 Verb + object + <i>to do</i> 2 Defining relative clauses	1 A company and its money 2 Role play situations in a bank.	1 Dealing with money 2 Foreign currencies
TOEIC® practice <i>Pages 53–54</i>				
Unit 7				
Future trends <i>Pages 55–62</i>	Top jobs for the future	<i>Will</i> and <i>going to</i> future	1 The future of education? 2 Talking about future trends	1 Work and jobs 2 College and university
Unit 8				
When things go wrong <i>Pages 63–70</i>	Dealing with a complaint	1 Second conditional 2 Adverbs that modify adjectives	1 Making complaints 2 Talking about making complaints	1 Complaints and apologies 2 Easily confused words (2)
TOEIC® practice <i>Pages 71–72</i>				
Unit 9				
Socializing <i>Pages 73–80</i>	Networking	1 Reflexive pronouns and <i>each other</i> 2 Present perfect with <i>ever</i> , <i>yet</i> , <i>already</i>	1 Planning a social program 2 Talking about a social program for visitors to your company	1 Phrasal verbs 2 Polite phrases for socializing
Unit 10				
Next on the agenda <i>Pages 81–88</i>	Organizing a meeting	1 <i>May</i> and <i>might</i> 2 Grammar quiz	1 Meeting styles 2 Talking about organizing a meeting	1 Prefixes 2 Vocabulary quiz
TOEIC® practice <i>Pages 89–90</i>				



Reading	Culture focus	Business writing	Learning outcomes
Group buying		Report on a sales trip	<p>Students can . . .</p> <ul style="list-style-type: none"> ▪ understand conversations in a bank. ▪ use verbs + object + <i>to do</i>. ▪ use defining relative clauses. ▪ understand an interview about a company and its money. ▪ role-play situations in a bank. ▪ use different words to talk about money. ▪ talk about different currencies. ▪ understand an article about group buying. ▪ write a short sales report.
Tomorrow's cities	Names and titles		<ul style="list-style-type: none"> ▪ understand people talking about their future careers. ▪ use <i>will</i> and <i>going to</i> to talk about the future. ▪ understand and talk about future trends in education. ▪ use words for different jobs. ▪ talk about college and university. ▪ understand an article about a city of the future. ▪ use names and titles in business in different countries.
Solving problems with a smile		Responding to a complaint	<ul style="list-style-type: none"> ▪ understand a complaint and an apology. ▪ understand and use second conditional. ▪ use adverbs that modify adjectives. ▪ understand a conversation and talk about making complaints. ▪ deal with complaints. ▪ use easily confused words correctly. ▪ understand a text about strange complaints in a hotel. ▪ reply to a complaint email.
Social or antisocial networks?	Gift taboos in Asia		<ul style="list-style-type: none"> ▪ introduce themselves and make business contacts. ▪ use reflexive pronouns and <i>each other</i>. ▪ use the present perfect with <i>ever</i>, <i>yet</i>, and <i>already</i>. ▪ plan a social program for visitors to a company. ▪ use phrasal verbs. ▪ use polite phrases for socializing. ▪ understand a text about communication technology. ▪ understand and talk about gift taboos in Asian countries.
Meetings etiquette in Japan		Writing an agenda	<ul style="list-style-type: none"> ▪ understand plans for a meeting. ▪ use <i>may</i>, <i>might</i> and <i>maybe</i>. ▪ understand about meeting styles. ▪ organize a meeting. ▪ use prefixes to make opposites. ▪ understand an article about etiquette at meetings. ▪ write an agenda for a meeting.