



普通高等教育“十一五”国家级规划教材



# MARKET LEADER

*a new language course for tomorrow's business leaders*

# 体验<sup>®</sup>商务英语

## 商务英语语法

### *Business Grammar and Usage*

Peter Strutt

《体验商务英语》改编组



高等教育出版社  
Higher Education Press



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## 《体验® 商务英语语法》

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## 前 言

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本书清晰地归纳了商务英语的主要结构类型,有效地帮助学习者学会在商务交往中使用这些结构类型,是学习和研究商务英语语法不多见的一部小工具书,可供大专及以上水平的学习者使用。

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2006年9月

# Contents

<b>Unit 1</b>	<b>Present tenses</b>	<b>6</b>
	Present simple (1)	6
	Present simple (2)	8
	Present progressive (1)	10
	Present progressive (2)	12
<b>Unit 2</b>	<b>Past tenses</b>	<b>14</b>
	Past simple	14
	Past progressive	16
	Past perfect simple	18
	Past perfect progressive	20
<b>Unit 3</b>	<b>Combining past and present</b>	<b>22</b>
	Present perfect simple (1)	22
	Present perfect simple (2)	24
	Present perfect progressive	26
<b>Unit 4</b>	<b>The future</b>	<b>28</b>
	Future (1)	28
	Future (2)	30
	Future (3)	32
<b>Unit 5</b>	<b>Conditionals</b>	<b>34</b>
	Conditionals (1)	34
	Conditionals (2)	36
	Conditionals (3)	38
<b>Unit 6</b>	<b>Verb combinations</b>	<b>40</b>
	Verb + verb + <i>-ing</i>	40
	Verb + <i>to</i> -infinitive	42
	Verb + object + <i>to</i> -infinitive	42
	Verb + object + verb + <i>-ing</i>	44
	Verb + infinitive without <i>to</i>	44
	Verb + <i>it</i> + object clause	44
	Verb + <i>for</i> + <i>to</i> -infinitive	46
	Verb + possessive + verb + <i>-ing</i>	46
	Special cases	46
<b>Unit 7</b>	<b>Passives</b>	<b>48</b>
	Passives (1)	48
	Passives (2)	50

<b>Unit 8</b>	<b>Modal verbs (expressing subjective viewpoints)</b>	52
	Ability	52
	Obligation, prohibition	54
	Possibility	56
	Likelihood	58
	Permission, suggestions, offers	60
	Willingness, refusal, promises, threats, typical behaviour	62
<b>Unit 9</b>	<b>Multi-word verbs</b>	64
	Types of multi-word verbs	64
	Understanding multi-word verbs (1)	66
	Understanding multi-word verbs (2)	68
	Understanding multi-word verbs (3)	70
<b>Unit 10</b>	<b>Adverbs</b>	72
	Adverb position and uses (1)	72
	Adverb position and uses (2)	74
<b>Unit 11</b>	<b>Nouns (identifying people and things)</b>	76
	Noun formation	76
	Types of noun	78
	Plural nouns	80
	Two nouns together	82
	Compound nouns	84
	Nouns and prepositions	86
<b>Unit 12</b>	<b>Identifying nouns</b>	88
	Articles ( <i>a/an, the</i> and zero article)	88
	Quantifiers (1)	90
	Quantifiers (2)	92
<b>Unit 13</b>	<b>Describing nouns</b>	94
	Adjectives	94
	Compound adjectives	96
	Adjective position	98
	Adjectives and adverbs	100
	Prepositions of place and direction	102
	Prepositions of time	104
<b>Unit 14</b>	<b>Functions</b>	106
	Advising	106
	Agreeing and disagreeing	108
	Asking for information	110

Comparing products and services	112
Complaining and apologising	114
Confirming information	116
Describing a company	118
Describing processes	120
Describing trends	122
Forecasting and speculating	124
Getting things done	126
Giving instructions	128
Planning ahead	130
Reporting what people say or think (1)	132
Reporting what people say or think (2)	134
Reporting questions	136
Requesting and offering	138
Suggesting	140
Understanding signs and notices	142
<b>Unit 15 Focusing on information</b>	144
Adding and combining information	144
Emphasising	146
Expressing a reaction	148
Generalising / indicating relevance	150
Highlighting information	152
Linking (1)	154
Linking (2)	156
Substituting	158
<b>Unit 16 Business communication skills</b>	160
Managing a conversation (1)	160
Managing a conversation (2)	162
Negotiating	164
Presenting figures	166
Presenting information	168
Presenting visual information	170
Social interaction	174
Taking part in meetings	176
Telephoning	178
<b>Answer key</b>	180
<b>Index</b>	213



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	Present perfect progressive	26
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	Future (1)	28
	Future (2)	30
	Future (3)	32
<b>Unit 5</b>	<b>Conditionals</b>	<b>34</b>
	Conditionals (1)	34
	Conditionals (2)	36
	Conditionals (3)	38
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	Two nouns together	82
	Compound nouns	84
	Nouns and prepositions	86
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	Adjectives and adverbs	100
	Prepositions of place and direction	102
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	Advising	106
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Confirming information	116
Describing a company	118
Describing processes	120
Describing trends	122
Forecasting and speculating	124
Getting things done	126
Giving instructions	128
Planning ahead	130
Reporting what people say or think (1)	132
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Adding and combining information	144
Emphasising	146
Expressing a reaction	148
Generalising / indicating relevance	150
Highlighting information	152
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Linking (2)	156
Substituting	158
<b>Unit 16</b> Business communication skills	160
Managing a conversation (1)	160
Managing a conversation (2)	162
Negotiating	164
Presenting figures	166
Presenting information	168
Presenting visual information	170
Social interaction	174
Taking part in meetings	176
Telephoning	178
 Answer key	 180
Index	213

# Present tenses

## Present simple (1)

**Form** I / you / we / they **work**.  
He / she / it **works**.

I / you / we / they **do not work**.  
He / she / it **does not work**.

**Do** I / you / we / they **work**?  
**Does** he / she / it **work**?

### Uses 1 Presenting factual information, e.g. about company activities

Our company **employs** over 100,000 people, **operates** in many overseas markets, and **offers** a wide-range of hi-tech products for the 21st century.

### 2 Actions and situations which are generally true

Imperial Tobacco **belongs to** the Hanson group.

High taxation **discourages** investment.

We **sell** our products into many markets.

A good brand **guarantees** a certain level of quality to customers.

British wines usually **have** a sweet taste.

Competition **brings out** the best in products and the worst in people.

### 3 Verbs used only in the present simple

There are a number of verbs which are almost always used in the present simple and not with *-ing*. These verbs usually refer to:

**mental states:** believe, doubt, forget, imagine, know, realise, recognise, regret, remember, suppose, think, understand

**likes and dislikes:** admire, dislike, hate, like, love, want, wish

**possession:** belong to, contain, have, include, own, possess

**appearance:** appear, look like, resemble, seem

**being:** be, consist of, depend, exist

**perception:** hear, see, smell, taste

### 4 Saying how often you or other people do things

We usually use the present simple with frequency adverbs:

I **never smoke** at work.

He **plays** golf *every Sunday morning*.

I **often take** files home at the weekend.

When she **gets** to the office she *always checks* her e-mail first.

## Practice

## A Mission statements

A mission statement talks in general terms about a company's overall policies and objectives. Read the two mission statements below and use the verbs to complete them, paying attention to the verb endings. The first one has been done for you in both cases.

~~admit~~ introduce lead welcome mean  
work depend improve stay come spend

Restless? Yes. Dissatisfied? True. We cheerfully ..... *admit* ..... it. We always .....<sup>1</sup> change and continuous improvement. Today consumers .....<sup>2</sup> more than \$25 billion a year on our products. We .....<sup>3</sup> – or .....<sup>4</sup> a very close second – in all our business segments, which .....<sup>5</sup> that vigorous growth .....<sup>6</sup> on our own imagination, commitment and skill. So we regularly .....<sup>7</sup> new products, .....<sup>8</sup> distribution channels and .....<sup>9</sup> round the clock to be more efficient. Most of all, we .....<sup>10</sup> absolutely, and unequivocally, 100% geared towards the customer, who's definitely No. 1 in our book!

~~believe~~ strive cultivate deliver enable help  
give endeavour acknowledge foster

Eastman Kodak Company ..... *believes* ..... that a diverse group of highly skilled people, in an organisational culture which .....<sup>11</sup> them to apply their collective talents to shared objectives, .....<sup>12</sup> the greatest value to customers and shareowners alike. The company and its employees .....<sup>13</sup> to support an inclusive Kodak culture that .....<sup>14</sup> unique thinking in the context of teamwork and common business goals. Kodak .....<sup>15</sup> to provide a flexible, supportive work environment that .....<sup>16</sup> employees as partners in the business and community. To this end, it .....<sup>17</sup> employees access to a multitude of work/life resources and .....<sup>18</sup> programs that .....<sup>19</sup> individuals balance their commitment to meeting business needs with their personal, family, and community responsibilities.

## B General truths

Complete these sayings appropriately, using these verbs.

buy believe believe tend say put mean talk

- 1 'Every time we ..... a foreign car we ..... someone else out of work.'  
(Woodrow Wyatt)
- 2 'Money ..... they ..... ; all it ever said to me was "Goodbye".'  
(Cary Grant)
- 3 'Democracy ..... government by discussion but it is only effective if you can stop people talking.' (Clement Attlee, British Prime Minister)
- 4 'In a hierarchy every employee ..... to rise to his level of incompetence.' (L. J. Peter)
- 5 'Not all Germans ..... in God, but they ..... in the Bundesbank.'  
(Jacques Delors)

## Present simple (2)

### 5 Asking for and giving directions and instructions

'How do I **get** to your office?'

'You **turn** left after the station, **cross** the bridge and it's the second building on your right.'

**Place** the CD in the drive and **click** on the icon.

### 6 Talking about timetables and scheduled events

The bus **leaves** at 8:35 tomorrow morning.

The exhibition **opens** on 25 January.

The legislation **comes** into force on 1 January.

These are seen as fixed and the speaker is unlikely to be able to influence them.



Future 2.5 page 30

### 7 Providing a summary or abstract at the beginning of a report

The first section of this report **provides** introductory comments, **focuses** on important new developments and **highlights** some of our operations outside the United States. The second section **analyses** the results for the group as a whole. The final two sections **address** our consolidated cash flows and financial condition. The report **concludes** by pointing out the need for further investment if the group is to continue its expansion policy.

### 8 Newspaper headlines

The use of the present simple creates a sense of dramatic impact.

Unilever sells coffee operations

Russia doubles tea import duties

**MARKETS TUMBLE  
AS INVESTORS  
TAKE PROFITS**

PepsiCo links with Suntory

Shortages force up food prices

BANK REGULATOR BLOCKS MERGER

### 9 Doing by saying

We use the present simple with certain verbs which say what their function is. When we say them we 'perform' the action. For example, saying 'I **promise** to meet you at the airport' is making a promise. Other examples include:

I **resign**!

I **apologise**.

I **declare** this meeting open.

I **demand** to see the manager.

I **admit** I was wrong.

I **advise** you to look again at our proposal.



Practice

**A A travel booking**

Read the following dialogue about travel arrangements. Make any necessary changes to the verbs in brackets.

**Traveller** Hello, I .....<sup>1</sup> (need) to go to London next Friday and come back on the same day. I've a meeting which .....<sup>2</sup> (start) at 11 o'clock.

**Agent** ..... you .....<sup>3</sup> (want) to fly or take the train?

**Traveller** That .....<sup>4</sup> (depend) on the price. How much ..... it .....<sup>5</sup> (cost)?

**Agent** The train .....<sup>6</sup> (be) cheaper and .....<sup>7</sup> (get) you right into the centre of London. It .....<sup>8</sup> (take) just three hours.

**Traveller** OK, that's fine. What about times?

**Agent** Well, the Eurostar .....<sup>9</sup> (leave) Paris at 7:19 and .....<sup>10</sup> (arrive) in London at 10:13 local time.

**Traveller** What time ..... I .....<sup>11</sup> (have to) check in?

**Agent** Not later than 20 minutes before departure.

**Traveller** OK, How ..... I .....<sup>12</sup> (make) a reservation?

**B A summary of a report**

Complete the introduction to this report, using these verbs.

highlight recommend focus call for provide

This report .....<sup>1</sup> on the employment of women and children in a number of emerging nations. In particular, it .....<sup>2</sup> the conditions endured by thousands of workers in places where child labour, poverty wages and health risks are endemic. Each chapter .....<sup>3</sup> an analysis of the situation on a country-by-country basis.

The report .....<sup>4</sup> that retailers should lay down tough rules to make sure overseas suppliers pay sufficient wages to meet basic needs. It also .....<sup>5</sup> companies to draw up a code of conduct and employ inspectors to make manufacturers keep it.

**C Headlines**

Match the beginnings and ends of the headlines.

- |                            |                                |
|----------------------------|--------------------------------|
| 1 FORD SEEKS TO CUT        | a) SENDS OUT SHOCK WAVES       |
| 2 BOURSES SLIP             | b) DEATH OF EMPLOYMENT         |
| 3 SÃO PAULO DEBT CRISIS    | c) ON THE TECHNOLOGY REPORT    |
| 4 HE RENEWS ATTACK         | d) BACKING TO STAY AFLOAT      |
| 5 PESSIMISTS FORESEE       | e) AS DOLLAR FALLS AGAINST YEN |
| 6 UNDERWATER VENTURE NEEDS | f) 1bn IN COSTS                |