

CAMBRIDGE

# 剑桥 商务英语语法 Grammar for Business

Michael McCarthy  
Jeanne McCarten  
David Clark  
Rachel Clark

剑桥BEC考试必备参考书  
附录音文本和练习答案



 北京语言大学出版社  
BEIJING LANGUAGE AND CULTURE  
UNIVERSITY PRESS



剑桥  
商务英语语法

# Grammar for Business

Michael McCarthy  
Jeanne McCarten  
David Clark  
Rachel Clark

秦怡 译

 北京语言大学出版社  
BEIJING LANGUAGE AND CULTURE  
UNIVERSITY PRESS

 **CAMBRIDGE**  
UNIVERSITY PRESS

社图号14358

*Grammar for Business* [978-0-521-72720-4] by Michael McCarthy, Jeanne McCarten, David Clark and Rachel Clark was first published by Cambridge University Press in 2009. All rights reserved.

This bilingual (English-Simplified Chinese) edition for the People's Republic of China is published by arrangement with the Press Syndicate of the University of Cambridge, Cambridge, United Kingdom.

©Cambridge University Press & Beijing Language and Culture University Press 2014.

This book is in copyright. No reproduction of any part may take place without the written permission of Cambridge University Press or Beijing Language and Culture University Press.

本书版权由剑桥大学出版社和北京语言大学出版社共同所有。本书任何部分之文字及图片，如未获得出版者书面同意，不得用任何方式抄袭、节录或翻印。

This edition is for sale in the People's Republic of China (excluding Hong Kong SAR, Macau SAR and Taiwan Province) only.

此版本仅限在中华人民共和国大陆地区（不包括香港特别行政区、澳门特别行政区及台湾省）销售。

北京市版权局著作权合同登记图字：01-2014-7706号

#### 图书在版编目 (CIP) 数据

剑桥商务英语语法 / (英) 麦卡锡 (McCarthy, M.)  
著; 秦怡译. -- 北京: 北京语言大学出版社, 2014.12  
ISBN 978-7-5619-4082-2

I. ①剑… II. ①麦… ②秦… III. ①商务-英语-  
语法-自学参考资料 IV. ①H314

中国版本图书馆 CIP 数据核字 (2014) 第 288723 号

#### 剑桥商务英语语法

JIANQIAO SHANGWU YINGYU YUFA

责任编辑: 李亮 张轶莹 李珍  
责任印制: 陈辉

美术设计: 冯志才

出版发行: 北京语言大学出版社

社址: 北京市海淀区学院路15号, 100083

网址: www.blcup.com

电子信箱: service@blcup.com

电话: 编辑部 8610-82300178

发行部 8610-82303650/3591/3648

读者服务部 8610-82303653

网购咨询 8610-82303908

印刷: 保定市中画美凯印刷有限公司

版次: 2014年12月第1版  
开本: 889毫米 × 1194毫米 1/16  
字数: 592千字

印次: 2014年12月第1次印刷  
印张: 17  
定价: 59.00元 (附赠 MP3 光盘一张)

PRINTED IN CHINA



# Contents

Unit Title 单元 主题	Extension 拓展知识	Page 页码
1 Imperative and present simple 祈使句和一般现在时	Write for business: Checking your work 商务写作: 检查你的作品	8
2 Present continuous 现在进行时	Business talk: Present continuous + <i>always</i> 商务口语: 现在进行时 + <i>always</i>	12
3 Present simple and continuous 一般现在时和现在进行时	Business talk: State verbs 商务口语: 状态动词	16
4 Present perfect simple and continuous 现在完成时一般式和现在完成进行时	Write for business: Using the present perfect in the news 商务写作: 在新闻中使用现在完成时	20
<b>Speaking strategies 1 Discussing 口语策略1 讨论</b>		24
<b>Test 1: Units 1-4 测试1: 第1-4单元</b>		26
5 Past simple and continuous 一般过去时和过去进行时	Business talk: Using past tenses to be polite 商务口语: 用过去时态表示礼貌	28
6 Present perfect and the past 现在完成时和过去时	Business talk: Using continuous forms to give background information 商务口语: 用进行式提供背景信息	32
7 Past perfect simple and continuous 过去完成时一般式和过去完成进行时	Business talk: Regrets and intentions 商务口语: 遗憾和意图	36
8 <i>Used to</i> and <i>would</i> <i>used to</i> 和 <i>would</i>	Business talk: <i>be/get used to</i> 商务口语: <i>be/get used to</i>	40
<b>Speaking strategies 2 Managing conversations 口语策略2 控制会话</b>		44
<b>Test 2: Units 5-8 测试2: 第5-8单元</b>		46
9 The future 1 ( <i>be going to</i> , present continuous) 将来时1 ( <i>be going to</i> , 现在进行时)	Business talk: Organising presentations and workshops 1 商务口语: 组织介绍会和讨论会1	48
10 The future 2 ( <i>will</i> , <i>shall</i> , the present tense) 将来时2 ( <i>will</i> , <i>shall</i> , 现在时)	Business talk: Organising presentations and workshops 2 商务口语: 组织介绍会和讨论会2	52
11 Future continuous and future perfect 将来进行时和将来完成时	Business talk: Using the future continuous to be polite 商务口语: 用将来进行时表示礼貌	56
12 Other ways of talking about the future 谈论将来的其他方式	Business talk: Future time expressions 商务口语: 表示将来的时间表达	60
<b>Speaking strategies 3 Emphasising and softening 口语策略3 强调和弱化</b>		64
<b>Test 3: Units 9-12 测试3: 第9-12单元</b>		66
13 Modals 1 (talking about possibility and ability, asking, offering and giving permission) 情态动词1 (谈论可能性和能力, 要求、主动提供帮助和给予许可)	Write for business: Alternatives to modal verbs 商务写作: 情态动词的替代词	68
14 Modals 2 (making suggestions and giving advice) 情态动词2 (提建议和忠告)	Business talk: Other ways of making informal suggestions 商务口语: 非正式建议的其他方式	72
15 Modals 3 (saying what people have to do) 情态动词3 (表示某人不得不做的事)	Business talk: Changing the force of instructions 商务口语: 改变指令的力度	76

16	Modals 4 (speculating and saying how certain you are) 情态动词4 (推测和表示确定的程度)	Business talk: Responding to other people 商务口语: 回应他人	80
<b>Speaking strategies 4 Simple spoken grammar 口语策略4 简单口语语法</b>			84
<b>Test 4: Units 13-16 测试4: 第13-16单元</b>			86
17	Conditionals 1 (talking about the present and future) 条件句1 (谈论现在和将来)	Business talk: Negotiating 商务口语: 谈判	88
18	Conditionals 2 (talking about the hypothetical present and past) 条件句2 (谈论假设的现在和过去)	Business talk: More hypothetical conditionals 商务口语: 更多假设条件句	92
19	The passive 1 (forming and using the passive) 被动语态1 (被动语态的构成和用法)	Write for business: Using the passive in business correspondence 商务写作: 在商务信函中使用被动语态	96
20	The passive 2 (modal verbs, two-object verbs, <i>have</i> and <i>get</i> ) 被动语态2 (情态动词, 双宾语动词, <i>have</i> 和 <i>get</i> )	Write for business: Using expressions with modal passives in reports 商务写作: 在报告中用带有情态动词的被动表达	100
<b>Speaking strategies 5 Making your meaning clear and avoiding misunderstandings 口语策略5 让你的意思明确, 避免误解</b>			104
<b>Test 5: Units 17-20 测试5: 第17-20单元</b>			106
21	Questions 疑问句	Business talk: Persuading and giving opinions with negative questions 商务口语: 用否定疑问句说服他人和发表意见	108
22	Question tags 附加疑问句	Business talk: Question tags for checking information 商务口语: 附加疑问句用来核实信息	112
23	Reported speech 1 (statements and instructions) 间接引语1 (陈述和指令)	Business talk: Talking about news 商务口语: 谈论新闻	116
24	Reported speech 2 (questions) 间接引语2 (疑问句)	Write for business: Making polite requests in business letters 商务写作: 在商务信函中礼貌地提出请求	120
<b>Speaking strategies 6 Checking information 口语策略6 核实信息</b>			124
<b>Test 6: Units 21-24 测试6: 第21-24单元</b>			126
25	Verbs and objects 动词和宾语	Business talk: Typical business uses of verbs and objects 商务口语: 用于商务场合的典型的动词和宾语	128
26	-ing and infinitives after verbs 动词后的-ing形式和不定式	Write for business: Giving reasons and views 商务写作: 解释原因和发表意见	132
27	Phrasal verbs 短语动词	Business talk: Phrasal verbs with <i>get</i> 商务口语: 带有 <i>get</i> 的短语动词	136
28	Prepositions 介词	Business talk: Describing change 商务口语: 描述变化	140
<b>Speaking strategies 7 Organising what you say and highlighting information 口语策略7 组织你要说的话和强调信息</b>			144
<b>Test 7: Units 25-28 测试7: 第25-28单元</b>			146
29	Adjectives 形容词	Write for business: Describing your products and services 商务写作: 描述你的产品和服务	148
30	Adverbs 副词	Business talk: Giving your personal perspective 商务口语: 表达你的个人观点	152
31	Comparisons 1 (comparatives, <i>as ... as</i> ) 比较1 (比较级, <i>as ... as</i> )	Business talk: Modifying comparisons 商务口语: 修饰比较	156
32	Comparisons 2 (superlatives, comparing with verbs) 比较2 (最高级, 用动词做比较)	Write for business: Using <i>most</i> in formal correspondence 商务写作: 在正式信函中用 <i>most</i>	160

<b>Speaking strategies 8 Being an active listener 口语策略8 积极地倾听</b>	164
<b>Test 8: Units 29–32 测试8: 第29–32单元</b>	166
<b>33</b> Countability and number 可数性和数	Write for business: Checking verbs after singular and plural nouns 商务写作: 检查单数和复数名词后面的动词 168
<b>34</b> Articles 冠词	Write for business: Not using <i>the</i> 商务写作: 不用 <i>the</i> 的情况 172
<b>35</b> Quantifiers 量词	Write for business: Levels of formality 商务写作: 正式的程度 176
<b>36</b> Possessives and reflexive pronouns 所有格和反身代词	Write for business: Possessive noun phrases with <i>of</i> 商务写作: 带有 <i>of</i> 的所有格名词短语 180
<b>Speaking strategies 9 Vague language 1 口语策略9 模糊的语言1</b>	184
<b>Test 9: Units 33–36 测试9: 第33–36单元</b>	186
<b>37</b> Relative clauses 1 ( <i>who, whose, which, that</i> ) 关系从句1 ( <i>who, whose, which, that</i> )	Business talk: Commenting on what people say 商务口语: 对于别人说的话进行评论 188
<b>38</b> Relative clauses 2 ( <i>whom, where, when, -ing, -ed</i> ) 关系从句2 ( <i>whom, where, when, -ing, -ed</i> )	Write for business: Writing about quantity 商务写作: 写数量 192
<b>39</b> Conjunctions and linking words 1 连词和连接词1	Write for business: Linking ideas in formal reports 商务写作: 在正式报告中连接意思 196
<b>40</b> Conjunctions and linking words 2 连词和连接词2	Business talk: Reasons, results and consequences 商务口语: 原因、结果和后果 200
<b>Speaking strategies 10 Vague language 2 口语策略10 模糊的语言2</b>	204
<b>Test 10: Units 37–40 测试10: 第37–40单元</b>	206
<b>Key 答案</b>	208
<b>Recording script 录音文本</b>	235
<b>Appendix 1 附录1</b> Spelling 拼写	246
<b>Appendix 2 附录2</b> Common prefixes and suffixes 常见的前缀和后缀	248
<b>Appendix 3 附录3</b> North American English 美式英语	250
<b>Appendix 4 附录4</b> Formal and informal English 正式和非正式英语	253
<b>Appendix 5 附录5</b> Irregular verbs 不规则动词	256
<b>Appendix 6 附录6</b> Verb patterns 动词的形式	258
<b>Appendix 7 附录7</b> Prepositions 介词	260
<b>Appendix 8 附录8</b> Saying numbers, weights and measures 读数字、重量和度量衡	264
<b>CD tracklist 录音文件</b>	267

# 前言

本书从剑桥大学出版社引进，是一本适合初级、中级商务英语学习者和参加剑桥BEC考试的考生使用的商务英语语法学习用书。本书包含商务英语中最常用的40个语法点的详细讲解、与每一个语法点相关的商务口语或商务写作的实用知识，同时包含针对这些语法点设计的大量练习题和测试题，这些题目的语料都是取自英语母语者在真正的商务场合中使用的语言，真实地道，帮你快速融入商务语境中。

## 什么是“商务语法”？

为了回答这个问题，我们用到了一个大型的商务英语数据库（“语料库”），这一“语料库”包含来自不同的报纸和杂志的商务文本，还包括一个单独的取材于不同国家、不同公司或企业举行的各种会议、谈判、演示介绍及其他商务场合的商务英语口语录音数据库。

该“语料库”帮我们总结出商务人士在真正的工作交流中最常用到的词语和语法结构。本书中很多例句和习题都取自录音数据库中的录音。🎧 这个符号表示该信息来自“语料库”，表示人们在说话或写作中如何真正使用英语。

## 本书包含哪些语法？

- 本书首先主要包含基本语法点，如现在时、过去时和将来时。
- 本书还包含情态动词（can, must, may, would等）的用法，比如如何使用它们让你听起来有礼貌或较为正式，或者如何在让别人做某事时用到它们。
- 本书还包括一些更复杂的语法，如条件句和间接引语。
- 本书还重点讲解较为分散、难点较多的语法点，如介词（at, in, on, with等）、冠词（a/an, the）和连词（although, because等）的用法。

## 本书包含哪些内容？

在每个单元里，你会看到：

- **语法讲解**——本单元语法点的详细讲解。
- **两页练习**——练习本单元学到的语法点。
- **两个Make it personal（与你相关）活动**——通过这些操作性强的课后活动，你可以将本单元的语法点应用到自己的实际工作情景中。
- **商务口语或商务写作的拓展知识**——这些知识重点讨论商务口语和写作中常遇到的情形，例如在演示介绍中如何组织语言、如何写电子邮件。

每四个单元之后，你会看到：

- **一个“口语策略”单元**——重点讲解商务人士必需的口语技巧，例如如何更好地控制会话、如何礼貌地表示不同意，以及如何核实信息。
- **一份测试题**——用来复习前面四个单元学到的语法知识。

在本书后面，你会看到：

- **答案**——书中练习题和测试题的参考答案，还包括一些注释，为你解释为什么该答案是正确的。
- **录音文本**——本书附MP3光盘一张，这部分是其听力文本。这里面不仅包括听力练习，还包括一些口语活动。
- **附录**——提供可以参考的拓展信息，如拼写规则、不规则动词、美式英语等。

本书的40个单元你可以按顺序来学习，也可以参照目录的内容，根据自己所关注的重点语法单元或自己感觉有困难语法点进行选择性的学习。本书既可以用于课堂教学，也完全可以用于自学。

希望你能喜欢本书。祝你商务英语学习的过程轻松而愉快，愿本书能够帮你获得剑桥BEC考试、商务活动和职业生涯的成功！


# Introduction

## Who is this book for?

This book is for elementary- and 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 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 to 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*



# Thanks and Acknowledgements

The authors wish to thank the many people who have been involved in making this book. First, we would like to thank our editor, Lynn Townsend, who steered us and the book through its long journey from the first drafts to the book you have in front of you. Lynn's views were always helpful, creative and insightful. She was patient when the project suffered the inevitable delays that happen for a variety of reasons and always displayed great good humour. Next, we would like to offer huge thanks to Jessica Errington, our development editor, whose vision as to the ideal shape and content of the units and whose keen eye for detail enabled us to improve our early drafts of the book and to produce this final version. Nora McDonald was also a wonderful editor to work with; she applied her skills and eagle-eyes to the manuscript as it took its final shape. From there on, the production team steered the book through its demanding schedule; Linda Matthews deserves a special thank-you in that respect.

David and Rachel Clark would like to thank their long-suffering friends and colleagues at The London School of English and International House London for their patience, and would particularly like to express their gratitude to Pete Thompson, David Carr, Brenda Lynch and Steve Brent for being so understanding in the face of endless requests for time off; it was much appreciated.

Not least, we thank the publisher, Cambridge University Press, whose publishing teams, in a time when publishers are often reluctant to take risks and push the envelope, were prepared to do something different and to allow us to expand our ideas and grammatical know-how by using the business data in the Cambridge International Corpus to inform the language in this book. We thank Cambridge University Press for giving us the opportunity to publish the book we always had in mind.

The authors and publishers would like to thank the following teachers who commented on the material in its draft form: Katarzyna Staniszewska, Kevin Rutherford, Jeremy Day, Poland; Nick Shaw, Spain; Isobel Drury, Sylvia Renaudon, France; Julian Wheatley, Germany; Martin Goosey, South Korea.

The authors and publishers acknowledge the following sources of copyright material and are grateful for the permissions granted. While every effort has been made, it has not always been possible to identify the sources of all the material used, or to trace all copyright holders. If any omissions are brought to our notice, we will be happy to include the appropriate acknowledgements on reprinting.

For the text on p. 11: © 2009 adidas AG. adidas, the 3-Bars Logo, and the 3-Stripes mark are registered trademarks of the adidas Group.; For the text on p. 12: reprinted with kind permission of [www.staranalytics.com](http://www.staranalytics.com); For the text on p. 26: © ING Direct; For the text on p. 53: © Guy Clapperton; For the text on p. 106: © Dane Carlson; For the text on p. 107: reproduced with kind permission of Primark; For the text on p. 132: © Carol Petersen, Director of Dining, University of Northern Iowa; For the text on p. 181: © [www.conranandpartners.com](http://www.conranandpartners.com); For the text on p. 206: © International Business Leaders Forum 2007, [www.iblf.org](http://www.iblf.org).

The publisher has used its best endeavours to ensure that the URLs for external websites referred to in this book are correct and active at the time of going to press. However, the publisher has no responsibility for the websites and can make no guarantee that a site will remain live or that the content is or will remain appropriate.

## **The publishers are grateful to the following for permission to reproduce copyright photographs and material:**

l = left, c = centre, r = right, t = top, b = bottom

Adidas Group for p11(l); Alamy/©F1 online digitale Bildagentur GmbH for p9, /©Wildscape for p13, /©ImageState for p21, /©Panorama Media for p50, /©Image Source Pink for p81(r), /©geogphotos for p94, /©Radius Images for p95, /©Blend Images for p111(b), /©Radius Images for p182, /©icontec for p185(c) /©Elly Godfroy for p185(r); Corbis/©Lawrence Manning for p89, /©Rune Hellestad for p181(t); Getty Images for p11(r), p190, p198; Google Map data ©2009 Tele Atlas for p154; istockphoto/©Elenathewise for p111(c); Michael McCarthy for P10; Photolibrary/©View Pictures for p65, /©OJO Images for p69; Punchstock/©Blend Images for p17, /©Digital Vision for p18, /©Digital Vision for p30, /©Blend Images for p77, /Stockbyte for p81(l), /©OJO Images for p91; Rex Features/©Per Lindgren for p174; Science Photo Library/©Massimo Brega/Eurelios for p22; Shutterstock/©Zena Seletskaya for p57, /©Tan Kian Khoon for p111(t), /©Alexey Khromushin for p185(l), /©Ian O'Hanlon for p205; Toyota (GB) plc for p181(b), .

Picture research by Hilary Luckcock.

Design by Kamae Design.

# Contents

Unit Title 单元 主题	Extension 拓展知识	Page 页码
1 Imperative and present simple 祈使句和一般现在时	Write for business: Checking your work 商务写作: 检查你的作品	8
2 Present continuous 现在进行时	Business talk: Present continuous + <i>always</i> 商务口语: 现在进行时 + <i>always</i>	12
3 Present simple and continuous 一般现在时和现在进行时	Business talk: State verbs 商务口语: 状态动词	16
4 Present perfect simple and continuous 现在完成时一般式和现在完成进行时	Write for business: Using the present perfect in the news 商务写作: 在新闻中使用现在完成时	20
<b>Speaking strategies 1 Discussing 口语策略1 讨论</b>		24
<b>Test 1: Units 1-4 测试1: 第1-4单元</b>		26
5 Past simple and continuous 一般过去时和过去进行时	Business talk: Using past tenses to be polite 商务口语: 用过去时态表示礼貌	28
6 Present perfect and the past 现在完成时和过去时	Business talk: Using continuous forms to give background information 商务口语: 用进行式提供背景信息	32
7 Past perfect simple and continuous 过去完成时一般式和过去完成进行时	Business talk: Regrets and intentions 商务口语: 遗憾和意图	36
8 <i>Used to</i> and <i>would</i> <i>used to</i> 和 <i>would</i>	Business talk: <i>be/get used to</i> 商务口语: <i>be/get used to</i>	40
<b>Speaking strategies 2 Managing conversations 口语策略2 控制会话</b>		44
<b>Test 2: Units 5-8 测试2: 第5-8单元</b>		46
9 The future 1 ( <i>be going to</i> , present continuous) 将来时1 ( <i>be going to</i> , 现在进行时)	Business talk: Organising presentations and workshops 1 商务口语: 组织介绍会和讨论会1	48
10 The future 2 ( <i>will</i> , <i>shall</i> , the present tense) 将来时2 ( <i>will</i> , <i>shall</i> , 现在时)	Business talk: Organising presentations and workshops 2 商务口语: 组织介绍会和讨论会2	52
11 Future continuous and future perfect 将来进行时和将来完成时	Business talk: Using the future continuous to be polite 商务口语: 用将来进行时表示礼貌	56
12 Other ways of talking about the future 谈论将来的其他方式	Business talk: Future time expressions 商务口语: 表示将来的时间表达	60
<b>Speaking strategies 3 Emphasising and softening 口语策略3 强调和弱化</b>		64
<b>Test 3: Units 9-12 测试3: 第9-12单元</b>		66
13 Modals 1 (talking about possibility and ability, asking, offering and giving permission) 情态动词1 (谈论可能性和能力, 要求、主动提供帮助和给予许可)	Write for business: Alternatives to modal verbs 商务写作: 情态动词的替代词	68
14 Modals 2 (making suggestions and giving advice) 情态动词2 (提建议和忠告)	Business talk: Other ways of making informal suggestions 商务口语: 非正式建议的其他方式	72
15 Modals 3 (saying what people have to do) 情态动词3 (表示某人不得不做的事)	Business talk: Changing the force of instructions 商务口语: 改变指令的力度	76

16	Modals 4 (speculating and saying how certain you are) 情态动词4 (推测和表示确定的程度)	Business talk: Responding to other people 商务口语: 回应他人	80
<b>Speaking strategies 4 Simple spoken grammar 口语策略4 简单口语语法</b>			84
<b>Test 4: Units 13-16 测试4: 第13-16单元</b>			86
17	Conditionals 1 (talking about the present and future) 条件句1 (谈论现在和将来)	Business talk: Negotiating 商务口语: 谈判	88
18	Conditionals 2 (talking about the hypothetical present and past) 条件句2 (谈论假设的现在和过去)	Business talk: More hypothetical conditionals 商务口语: 更多假设条件句	92
19	The passive 1 (forming and using the passive) 被动语态1 (被动语态的构成和用法)	Write for business: Using the passive in business correspondence 商务写作: 在商务信函中使用被动语态	96
20	The passive 2 (modal verbs, two-object verbs, <i>have</i> and <i>get</i> ) 被动语态2 (情态动词, 双宾语动词, <i>have</i> 和 <i>get</i> )	Write for business: Using expressions with modal passives in reports 商务写作: 在报告中用带有情态动词的被动表达	100
<b>Speaking strategies 5 Making your meaning clear and avoiding misunderstandings 口语策略5 让你的意思明确, 避免误解</b>			104
<b>Test 5: Units 17-20 测试5: 第17-20单元</b>			106
21	Questions 疑问句	Business talk: Persuading and giving opinions with negative questions 商务口语: 用否定疑问句说服他人和发表意见	108
22	Question tags 附加疑问句	Business talk: Question tags for checking information 商务口语: 附加疑问句用来核实信息	112
23	Reported speech 1 (statements and instructions) 间接引语1 (陈述和指令)	Business talk: Talking about news 商务口语: 谈论新闻	116
24	Reported speech 2 (questions) 间接引语2 (疑问句)	Write for business: Making polite requests in business letters 商务写作: 在商务信函中礼貌地提出请求	120
<b>Speaking strategies 6 Checking information 口语策略6 核实信息</b>			124
<b>Test 6: Units 21-24 测试6: 第21-24单元</b>			126
25	Verbs and objects 动词和宾语	Business talk: Typical business uses of verbs and objects 商务口语: 用于商务场合的典型的动词和宾语	128
26	-ing and infinitives after verbs 动词后的-ing形式和不定式	Write for business: Giving reasons and views 商务写作: 解释原因和发表意见	132
27	Phrasal verbs 短语动词	Business talk: Phrasal verbs with <i>get</i> 商务口语: 带有 <i>get</i> 的短语动词	136
28	Prepositions 介词	Business talk: Describing change 商务口语: 描述变化	140
<b>Speaking strategies 7 Organising what you say and highlighting information 口语策略7 组织你要说的话和强调信息</b>			144
<b>Test 7: Units 25-28 测试7: 第25-28单元</b>			146
29	Adjectives 形容词	Write for business: Describing your products and services 商务写作: 描述你的产品和服务	148
30	Adverbs 副词	Business talk: Giving your personal perspective 商务口语: 表达你的个人观点	152
31	Comparisons 1 (comparatives, <i>as ... as</i> ) 比较1 (比较级, <i>as ... as</i> )	Business talk: Modifying comparisons 商务口语: 修饰比较	156
32	Comparisons 2 (superlatives, comparing with verbs) 比较2 (最高级, 用动词做比较)	Write for business: Using <i>most</i> in formal correspondence 商务写作: 在正式信函中用 <i>most</i>	160

<b>Speaking strategies 8 Being an active listener 口语策略8 积极地倾听</b>	164
<b>Test 8: Units 29–32 测试8: 第29–32单元</b>	166
<b>33</b> Countability and number 可数性和数	Write for business: Checking verbs after singular and plural nouns 商务写作: 检查单数和复数名词后面的动词 168
<b>34</b> Articles 冠词	Write for business: Not using <i>the</i> 商务写作: 不用 <i>the</i> 的情况 172
<b>35</b> Quantifiers 量词	Write for business: Levels of formality 商务写作: 正式的程度 176
<b>36</b> Possessives and reflexive pronouns 所有格和反身代词	Write for business: Possessive noun phrases with <i>of</i> 商务写作: 带有 <i>of</i> 的所有格名词短语 180
<b>Speaking strategies 9 Vague language 1 口语策略9 模糊的语言1</b>	184
<b>Test 9: Units 33–36 测试9: 第33–36单元</b>	186
<b>37</b> Relative clauses 1 ( <i>who, whose, which, that</i> ) 关系从句1 ( <i>who, whose, which, that</i> )	Business talk: Commenting on what people say 商务口语: 对于别人说的话进行评论 188
<b>38</b> Relative clauses 2 ( <i>whom, where, when, -ing, -ed</i> ) 关系从句2 ( <i>whom, where, when, -ing, -ed</i> )	Write for business: Writing about quantity 商务写作: 写数量 192
<b>39</b> Conjunctions and linking words 1 连词和连接词1	Write for business: Linking ideas in formal reports 商务写作: 在正式报告中连接意思 196
<b>40</b> Conjunctions and linking words 2 连词和连接词2	Business talk: Reasons, results and consequences 商务口语: 原因、结果和后果 200
<b>Speaking strategies 10 Vague language 2 口语策略10 模糊的语言2</b>	204
<b>Test 10: Units 37–40 测试10: 第37–40单元</b>	206
<b>Key 答案</b>	208
<b>Recording script 录音文本</b>	235
<b>Appendix 1 附录1</b> Spelling 拼写	246
<b>Appendix 2 附录2</b> Common prefixes and suffixes 常见的前缀和后缀	248
<b>Appendix 3 附录3</b> North American English 美式英语	250
<b>Appendix 4 附录4</b> Formal and informal English 正式和非正式英语	253
<b>Appendix 5 附录5</b> Irregular verbs 不规则动词	256
<b>Appendix 6 附录6</b> Verb patterns 动词的形式	258
<b>Appendix 7 附录7</b> Prepositions 介词	260
<b>Appendix 8 附录8</b> Saying numbers, weights and measures 读数字、重量和度量衡	264
<b>CD tracklist 录音文件</b>	267





# 1 Imperative and present simple 祈使句和一般现在时

Read this information about the search engine Google.

- a Which of the verbs in italics give you facts?  
b Which verbs tell you to do something?

Google *provides* interactive maps, images, news and videos and *helps* you find information fast. *Search* by keyword, such as type of business, or *browse* images to find the information you want.

## A Forming imperatives 祈使句的构成

A1 主语是you时，用 (don't +) 省略to的不定式。

+	<b>省略to的不定式</b> <i>Call me tomorrow for a chat.</i>
-	<b>don't / do not + 省略to的不定式</b> <i>Don't be late for the meeting.</i> <i>Do not forget to ask participants for feedback.</i> (do not一般用于书面语中。)

A2 主语是we时，用let's (not)。

+	<b>let's + 省略to的不定式</b> <i>Let's talk about their proposal now.</i>
-	<b>let's not + 省略to的不定式</b> <i>Let's not do it so soon.</i>

C2 be动词是不规则的。

	I	'm/am late.	
+	He/She/It	's/is late.	
	You/We/They	're/are late.	
	I	'm not / am not late.	
-	He/She/It	's not / isn't / is not late.	
	You/We/They	're not / aren't / are not late.	
	Am	I	late?
?	Why is	he/she/it	
	Where are	you/we/they?	

▶ 参见附录1 (拼写)。

## B Using imperatives 祈使句的用法

B1 祈使句常用来表示你让别人做某事。

*Don't wait for customers to contact you. Phone them.*

B2 在口语中，祈使句语气较为直接，所以常加just或please来弱化语气。

*Please have a seat. Just send me an email.*

▲ 如果想听起来有礼貌，请不要对服务生、接待员、店员等用祈使句。

*Could we see the menu, please? (not Give us the menu.)*

▶ 参见第15单元 (情态动词3)。

B3 祈使句也可以用来表示主动提供帮助或提出邀请。

## D Using the present simple 一般现在时的用法

D1 一般现在时用来表示一般事实和基本不变的情形。

*She comes from Stuttgart. (not She is coming from Stuttgart.)*  
*I don't live far from the office.*

D2 一般现在时用来表示定期发生的动作 (如习惯和惯例)。时间副词always, usually, regularly, often, sometimes, never, every day, twice a week等常用于一般现在时。

*He always takes the underground to work. (not He takes always)*

*How often do you check the accounts?*

▶ 参见第30单元 (副词)。

D3 一般现在时常与feel, hear, like, see, think, understand等状态动词一起使用。

*I hear you're opening a new office in Madrid.*

*What do you think? Is it a good idea to invest in a new logo?*

▶ 参见第3单元 (一般现在时和现在进行时)。

## C Forming the present simple 一般现在时的构成

C1	+	I/You/We/They	work there.
		He/She/It	works there.
	-	I/You/We/They	don't work there.
		He/She/It	doesn't / does not work there.
?		Where do	I/you/we/they work?
		Does	he/she/it work there?

# Practice

◀ A, B **1** Read this extract from a charity leaflet supporting Fairtrade. Match each imperative with the rest of the sentence.

- |                |   |
|----------------|---|
| 1 Don't miss   | some wonderful presents for yourself and those you love.              |
| 2 Come         | lots of games and fun activities.                                     |
| 3 Listen       | some great prizes in our raffle to raise funds for Afghan women.      |
| 4 Learn        | a real difference to many of the world's poorest people.              |
| 5 Take part in | how you can improve the lives of farmers in developing countries.     |
| 6 Win          | to our guest speakers talking about Fairtrade and development issues. |
| 7 Buy          | to our first Fairtrade market on 16 July at Cutty Sark Gardens.       |
| 8 Make         | your chance to support Fairtrade.                                     |

◀ A, B **2** Complete these sentences using an imperative form of the verbs in the box.

not call check not forget get have leave think try walk not worry

- 1 Leave the figures on my desk and I'll put them into the spreadsheet for you.
- 2 ..... a look on the computer. His email address should still be on there somewhere.
- 3 ..... there's a health and safety training session tomorrow.
- 4 We need to contact Owain urgently..... calling his mobile.
- 5 ..... me between two and five this afternoon. I'll be in a meeting.
- 6 I need some fresh air after being at the conference all day..... back to the hotel.
- 7 ..... with Jenny to make sure the invoices are ready.
- 8 ..... – we've got lots of time. The meeting doesn't start until 10.30.
- 9 We need something to wake us up!..... a coffee.
- 10 We're all tired..... about it overnight and make the decision tomorrow.

◀ C **3** Complete these FAQs (Frequently Asked Questions) using the verbs in brackets in the present simple.

- Q** What 1 ..... (be) Skype?
- A** Skype 2 ..... (be) a software programme that 3 ..... (allow) users to make telephone calls over the Internet.
- Q** 4 ..... (Skype / have) any advantages over the usual telephone providers?
- A** Yes. Calls to other users of the service 5 ..... (not cost) anything. It also 6 ..... (include) other features that normal telephone connections 7 ..... (not have).
- Q** What other features 8 ..... (Skype / have)?
- A** Instant messaging, where one person 9 ..... (write) texts to communicate with other people. And video conferencing, where people 10 ..... (talk) to each other on a headset with a video link-up.



◀ C, D

4 a Colin is answering questions about his job. Write the questions.

1 What / you / do? ..... *What do you do?* .....

I'm a graphic designer. I help customers with corporate branding.

2 Who / you / work for? .....

Greentrees Graphics Ltd.

3 Your office / be / near your home? .....

Yes, it is. It only takes me 15 minutes to walk to work.

4 How many offices / your company / have? .....

Three. Our main office is in London and the others are in Brighton and Bristol.

5 Where / you / work? .....

I usually work in Bristol but go to the London office once or twice a month.

6 You / like / your job? .....

I love it, especially designing logos and other aspects of corporate identity.

7 How often / you / travel? .....

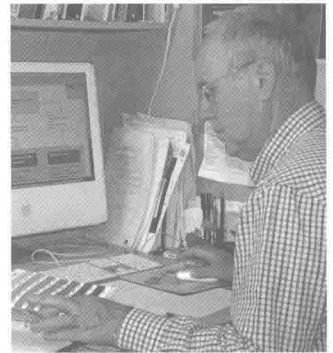
I don't travel very much these days, maybe two or three times a year.

8 How many days' holiday / you / get? .....

Eighteen, excluding bank holidays.

1.1 Listen and check your answers.

b 1.1 Listen again and reply to the questions with answers that are true for you.



◀ A-D

5 Read this extract from some advice on giving presentations. Complete the extract using the verbs in the box in the present simple or imperative.

be not forget help not like make need start suggest not tell think try warm up

Before your presentation, 1 *warm up* your brain. Our brain, like our muscles, 2 ..... warming up to help it work. Before presentations, I often 3 ..... of numbers between one and ten and then 4 ..... to remember a professional athlete who wore each number.

A good beginning 5 ..... relax the audience, so 6 ..... by thanking your audience for coming. Then 7 ..... a nice comment about the town or area, but 8 ..... careful: audiences 9 ..... listening to this for too long.

Many people 10 ..... you start with a joke, but 11 ..... that humour can be difficult. 12 ..... any jokes that could offend people.

### Make it personal

- 1 Write an advertisement for an event your company is having. Use Exercise 1 to help you.
- 2 Write a short list of FAQs with answers about your company and the products or services it provides. Use Exercise 3 to help you.

# 1 Write for business: Checking your work

## 商务写作：检查你的作品

用英语进行写作时，重要的是要认真检查你写的内容。这在书信、电子邮件、报告、广告、简历等写作中都是有用的技能。

以下是一个检查清单，列举了一些要注意检查的一般现在时中常见的错误。

- 与he/she/it一起用-s。  
The Economist **sells** over a million copies a week. (not sell)
  - 与he/she/it一起用has。  
She **has** ten years' experience in this job. (not have)
  - 在疑问句中不要用陈述语序，而用do/does（除了be）。  
What **do** the end-of-year results mean for investors? (not ~~What mean~~ the end-of-year results?)  
**Is** the new scheme successful? (not ~~The new scheme is~~ successful?)
  - 与he/she/it一起用doesn't。  
He **doesn't** know how to log onto the Internet. (not don't)
  - 在否定句中用don't/doesn't。  
Our clients **don't** use our website very often. (not no use)
  - 状态动词不能用现在进行时。  
The company **has** branches in at least 10 different countries. (not is having)
  - 用副词时注意检查语序。  
We **always manufacture** excellent-quality items. (not manufacture always)
- ▶ 参见第30单元（副词）。

- 6 Read this information about Nike and Adidas.  
If the verbs in italics are correct, tick (✓) them.  
If they are wrong, correct them.



Nike, Inc **1 have** its headquarters in the United States near Beaverton, Oregon. It **2 is** the world's leading supplier of athletic shoes and sports equipment. The name Nike **3 come** from Nike, the Greek goddess of victory. Nike **4 does** not market its products only under its own brand. It also **5 sometimes uses** names such as Air Jordan and Team Starter. Because Nike **6 creates** goods for a wide range of sports, **7 always it has** competition from every sports and sports fashion brand.

Another global leader in the sporting goods industry **8 are** the Adidas Group. Products from the Adidas Group **9 are** available in virtually every country in the world. Its head offices **10 is** not in the US but in Herzogenaurach, Germany.

Adidas' various companies **11 produces** much more than just sports goods. The company also **12 operates** design studios and development departments at other locations around the world.

- 1 ..... *has* .....  
 2 ..... ✓ .....  
 3 .....  
 4 .....  
 5 .....  
 6 .....  
 7 .....  
 8 .....  
 9 .....  
 10 .....  
 11 .....  
 12 .....

### Make it personal

Write a paragraph about your company for its website and then check it carefully for any errors with the present simple, using the checklist above.

If you have a colleague who is also learning English, write a paragraph each and check each other's work.