

Best Practice *Elementary*

情境 国际商务英语 (初级)

练习册

**BUSINESS
ENGLISH IN
CONTEXT**

WorkBook

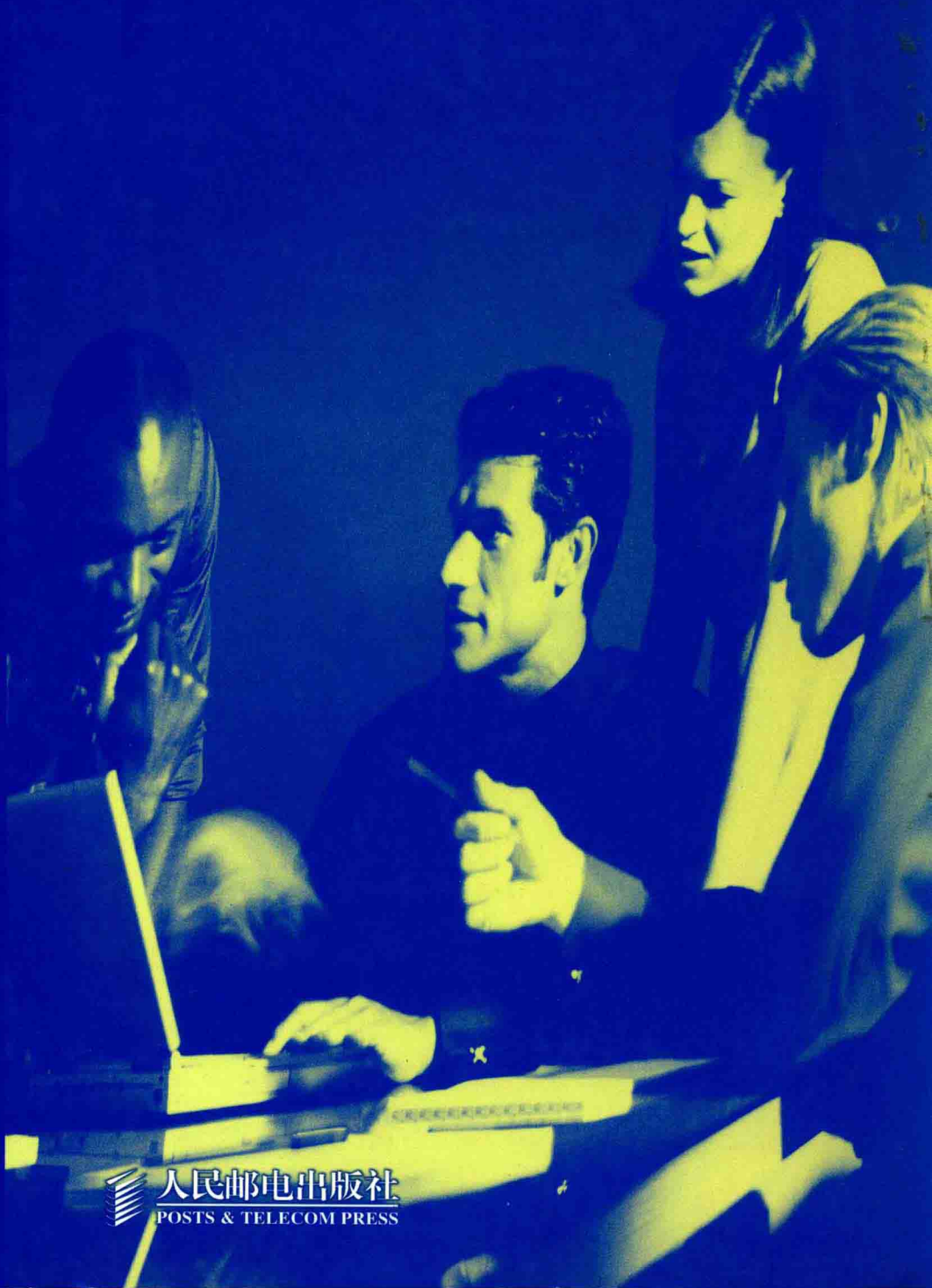
本书适用于:

- 职业学校商务英语课程初级教材
- BEC初级教材
- BULATS 1, 2级

DAVID KERRIDGE



人民邮电出版社
POSTS & TELECOM PRESS



Best Practice *Elementary*

情境国际商务英语 (初级)

练习册

BUSINESS ENGLISH IN CONTEXT

Workbook

DAVID KERRIDGE



人民邮电出版社
POSTS & TELECOM PRESS

图书在版编目 (CIP) 数据

情境国际商务英语 (初级) 练习册 / (英) 克里奇 (Kerridge, D.) 著;

- 北京: 人民邮电出版社, 2006.8

ISBN 7-115-15097-4

I. 情... II. 克... III. 商务 - 英语 - 高等学校 - 习题 IV. H319.6

中国版本图书馆 CIP 数据核字 (2006) 第 090865 号

Best Practice Elementary: Workbook by David Kerridge

ISBN 1-4130-0903-4

Copyright © 2005 by Thomson ELT, a division of Thomson Learning, United States of America.

All Rights Reserved.

Reprinted for People's Republic of China by Thomson Asia Pte Ltd, POST and NCC under the authorization of

Thomson Learning. NO part of this book may be reproduced in any form without the express written permission of

Thomson Learning, POST and NCC.

由汤姆森学习出版集团授权, 人民邮电出版社在中国大陆出版发行。未经出版者书面许可, 不得以任何形式复制或抄袭本书的任何部分。

北京市版权局著作权合同登记号 图字: 01-2006-4738

版权所有, 侵权必究。举报盗版有奖, 联系电话: (010) 64981059 E-mail: marketing@ncc-pub.com

情境国际商务英语 (初级) 练习册

◆ 作 者 戴维·克里奇

策 划 刘 力 陆 瑜

责任编辑 王 蕾

◆ 人民邮电出版社出版发行 北京市崇文区夕照寺街 14 号 A 座

邮编 100061 电子函件 315@ptpress.com.cn

网址 <http://www.ptpress.com.cn>

电话 (编辑部) 010-64964059 (销售部) 010-64982639

北京京科印刷有限公司印刷

新华书店经销

◆ 开本: 889 × 1194 1/16

印张: 5

字数: 98 千字 2006 年 8 月第 1 版 2006 年 8 月第 1 次印刷

ISBN 7-115-15097-4/F·819

定价: 15.00 元

本书如有印装质量问题, 请与本社联系 电话: (010) 64981059

原
书
缺
页

Where are you from?

Vocabulary

A Introducing yourself. Complete the sentences.

1 Hello, my name's Riccardo.
I'm from Italy.

4 Hi, my name's Alessandra. _____
_____ Italy.

2 I'm Saleem. I'm _____
Kuala Lumpur, _____
_____.

5 _____ Astrid.
I'm from Frankfurt, _____ Germany.

3 Hello, _____ Fiona.

_____ Scotland.

6 And _____ Sven.
I'm _____ Uppsala,
in _____.

B What's your name and where are you from? Complete the sentence.

My _____ (first name) _____ (town)
in _____ (country).

C Put the words in order to make sentences.

1 Italy / from / I'm / Alessandra / hello / I'm
Hello, I'm Alessandra. I'm from Italy.

2 A: I'm / from / hello / Malaysia / I'm / Saleem
B: you / nice / Saleem / meet / to

3 A: Stockholm / hello / from / I'm / Sven / name's / my
B: and / Astrid / here's / card / Schmidt / I'm / my

4 A: is / from / Fiona / where / ?
B: from / Scotland / she's

Grammar

A Write the short forms of the words in bold.

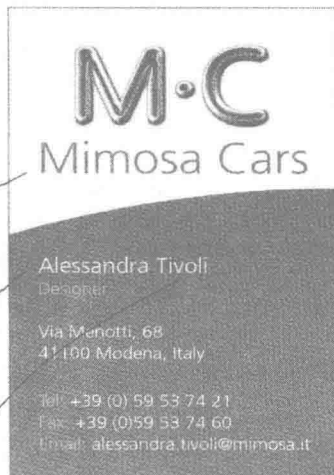
- 1 **He is** from Malaysia. He's
- 2 **I am** from Hamburg, in Germany. _____
- 3 **She is** from Poland. _____
- 4 **They are** from Ireland. _____
- 5 **Where is** she from? _____
- 6 **He is** from KL Industries. _____

B Five of the sentences are wrong. Correct the sentences.

- 1 Where ~~is~~ you from? are you
- 2 She is from Germany. ✓
- 3 Here are my card. _____
- 4 She am from Sweden. _____
- 5 He is from Scotland. _____
- 6 They is from Chicago. _____
- 7 I are Alessandra, from Italy. _____

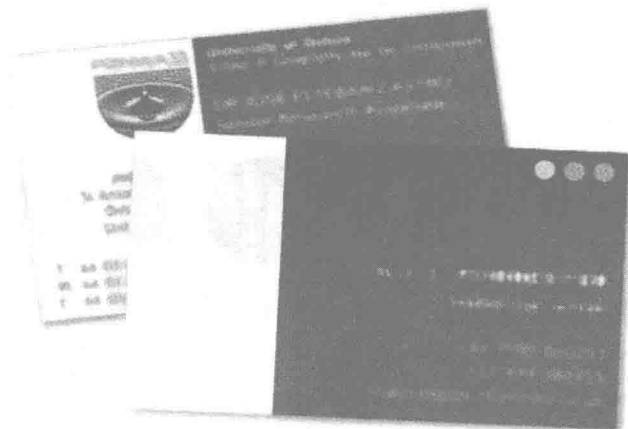
Vocabulary

A Look at Alessandra Tivoli's business card, then complete the information about 'your' business card.



First name: Alessandra
 Family name: Tivoli
 Company: Mimosa Cars

Your business card



First name: _____
 Family name: _____
 Company: _____

Writing

A Write sentences about you and your friends.

My name's ...
 X is from ...
 Y and Z are from ...
 I'm from ... , in ...

2 I'm a designer

Vocabulary

A Complete the conversation with the words in the box.

director engineer I'm office where's what's ~~What's~~

Sven: (1) What's your job, Saleem?

Saleem: (2) _____ an (3) _____ at KL Industries.

Sven: And (4) _____ your (5) _____?

Saleem: In Kuala Lumpur.

Sven: And Astrid, (6) _____ her job?

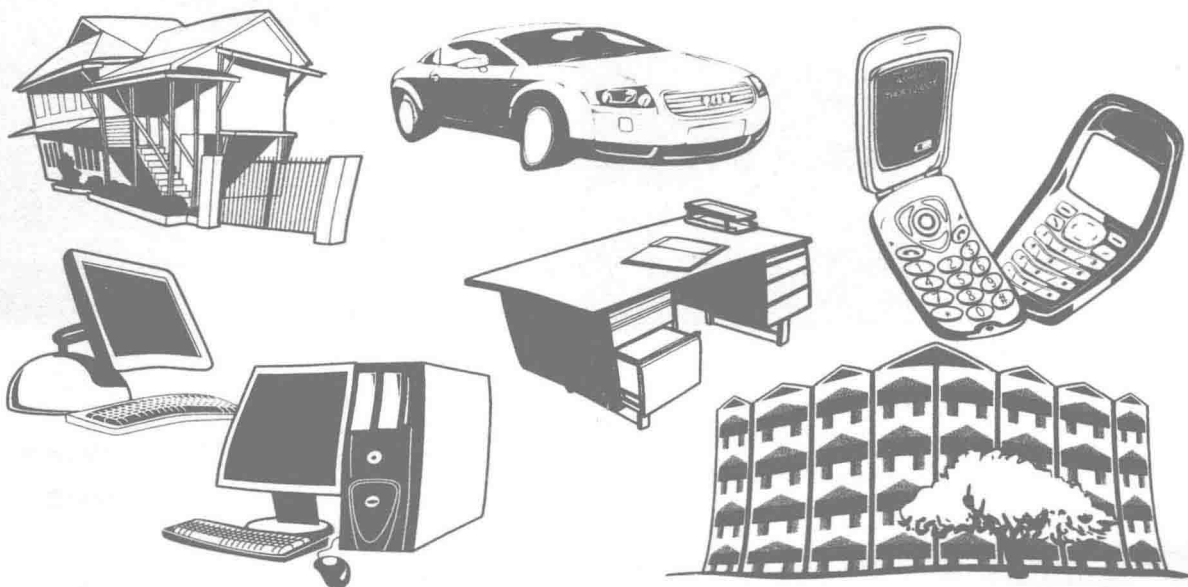
Saleem: She's a (7) _____ at Supersport.

Grammar

A Circle the correct words.

- 1 Alessandra is a / an designer.
- 2 Sabrina is a / an assistant.
- 3 Sven's sales / a sales / an sales manager.
- 4 Saleem's engineer / a engineer / an engineer at KL Industries.

B Write the correct possessive adjectives.



- 1 Alessandra and Riccardo _____ their _____ computers
- 2 Fiona _____ car
- 3 Sven and Ulla _____ phones
- 4 Astrid _____ desk
- 5 Saleem _____ house
- 6 Mimosa Cars _____ offices

ON THE LINE A Circle the correct words.

Riccardo: (1) *Here* / *This* is 397562.

Alessandra: Is Riccardo Nero (2) *here* / *there*?

Riccardo: Yes, (3) *it is* / *speaking*.

Alessandra: Hello, Riccardo. (4) *This* / *That* is Alessandra.

Riccardo: Hi, Alessandra.

Writing

A Write sentences about Kathleen Fielding.



B Write sentences about Ben and Jennie.



C Now write sentences about your friends and colleagues.

A is a/an ... at ... in ...

B and C are ... at ... in ...

3

How many showrooms?

Vocabulary

A Match the numbers.

- | | |
|----------------------------|-------|
| 1 twelve | a 17 |
| 2 eighty-five | b 70 |
| 3 ninety-five | c 12 |
| 4 seventeen | d 415 |
| 5 four hundred and fifteen | e 95 |
| 6 two hundred and thirty | f 230 |
| 7 seventy | g 85 |

Grammar

A Put the words in order to make questions.

- 1 Bristol / there / in / showroom / is / a
Is there a showroom in Bristol ?
- 2 Europe / there / in / employees / how / are / many
 _____ ?
- 3 is / Scotland / in / there / showroom / a
 _____ ?
- 4 showrooms / there / are / Europe / in
 _____ ?
- 5 there / showrooms / are / UK / in / the
 _____ ?
- 6 125 / are / employees / there / the / in / UK
 _____ ?

B Look in the Coursebook (page 10, Reading) and match the questions in exercise A to the answers below.

- a No, there aren't. 6
- b 120. _____
- c Yes, there is. _____
- d No, there isn't. _____
- e Yes, there are. _____
- f Yes, there are. _____

ON THE LINE A How do you say telephone numbers? Circle the best answer.

- 1 The number's 7 918 888.
 - ☒ a seven, nine one eight, eight double eight
 - b seven, nine hundred and eighteen, three eights
- 2 Her extension's 4756.
 - a four seven five six
 - b forty-seven, fifty-six
- 3 Their Paris number's 01 42 45 11 00.
 - a zero one, forty-two, forty-five, eleven, double zero
 - b oh one, four two, four five, double-one, double-oh
- 4 His extension's 5821.
 - a five thousand eight hundred and twenty-one
 - b five eight two one
- 5 His number's 00 44 1237 452663.
 - a double-oh, double-four, one two three seven, four five two, six six three
 - b double-zero, forty-four, twelve thirty-seven, four hundred and fifty-two, six hundred and sixty-three

B Now write out your telephone number 'English style' (double six, three five ... etc).

C Complete the telephone conversation.

- A: Is that Mimosa Cars?
 B: Yes, (1) _____ .
 A: (2) _____ Riccardo Nero?
 B: Who's calling?
 A: (3) _____ Astrid Schmidt.

Writing

A Look at the information below and write sentences about Mimosa Cars in Russia.

There is one office in Moscow, but there are no offices in St Petersburg.

	Moscow	St Petersburg
Offices	1	0
Showrooms	1	1
Employees	6	3
Manager	1	0
Sales staff	4	2

4

We make cars

Grammar

A Complete the sentences with the verbs in the box.

do don't have ~~live~~ manage sells

- 1 They live in Singapore.
- 2 _____ Riccardo and Alessandra work at KL Industries?
- 3 He _____ cars.
- 4 I _____ work in Turin.
- 5 They don't _____ sandwiches for lunch.
- 6 Do you _____ people?

B Write questions to ask Saleem Bashir. Ask if he:

- 1 lives in Kuala Lumpur.
Do you live in Kuala Lumpur ?
- 2 likes his job.
_____ ?
- 3 manages people.
_____ ?
- 4 designs cars.
_____ ?

C Now look in the Coursebook (page 12, Reading) and write Saleem's answers.

- 1 Yes, I do. It's a beautiful city. (beautiful)
- 2 _____ (very interesting)
- 3 _____ (a factory)
- 4 _____ (not a designer)

Spelling

A Match the letters to others that sound the same.

- | | |
|-----|---|
| 1 b | g |
| 2 a | s |
| 3 e | y |
| 4 x | d |
| 5 i | j |
| 6 q | w |

B Circle the letter with a different sound.

- | | | | |
|---|---|----------|---|
| 1 | N | <u>O</u> | M |
| 2 | C | I | D |
| 3 | B | G | J |
| 4 | C | A | K |
| 5 | I | E | Y |
| 6 | F | L | G |

Vocabulary**A Complete the sentences with the words in the box.**

car park company company restaurant computers ~~factory~~ furniture office

I don't work in a (1) factory . I work at a large
 (2) _____ in an (3) _____ with
 three colleagues. We have modern (4) _____ , but the
 (5) _____ in our office is old. The food in our
 (6) _____ is very good, and
 there is a large (7) _____ .

**ON THE LINE****A You want to speak to Kathleen Fielding at Australia Investments in Brisbane, but she isn't in her office. Complete the conversation.**

Personal Assistant: Australia Investments.

You: Hello. This is (1) _____ (your name), from Reliable Audits.

Personal Assistant: Good morning, Mr/Ms (2) _____ . (your name)

You: Can (3) _____ to Ms Fielding, (4) _____ ?

Personal Assistant: I'm (5) _____ , but she (6) _____ today.

You: Can she (7) _____ tomorrow, please?

Personal Assistant: Certainly. What's (8) _____ number?

You: (9) _____ (your telephone number).

Personal Assistant: OK, I'll tell her.

You: Thank you very much. Goodbye.

Personal Assistant: Goodbye.

Writing**A Write sentences to answer the questions.**

Where are you from?

Where do you work/study?

Is your office/classroom modern?

Do you use a computer? Is it modern?

Do you have a company/college restaurant?

I'm from Chile.

I work at a small company in Santiago.

5

She goes to Spain

Grammar

A Complete with *do/does/don't* or *doesn't* to make questions and negative sentences.

- 1 *Does* Astrid relax at weekends?
- 2 Riccardo and Alessandra live in Sweden.
- 3 Sven and Ulla go to Spain on holiday?
- 4 they go to the country at weekends?
- 5 Saleem Bashir come from Germany.
- 6 your company have offices in Frankfurt?

B Match the phrases to make sentences.

- | | |
|-----------------------------|--------------------------------|
| 1 Astrid takes | a skiing. |
| 2 Does she visit | b visit my friends in Morocco. |
| 3 He doesn't go | c a long holiday in July. |
| 4 At the New Year I usually | d Prague every year? |
| 5 Do you think | e Norway in the spring. |
| 6 They always go to | f holidays are important? |

Writing

A Write where you go on holiday, and what you do.

I take my holiday in August, and I go to interesting cities, but I don't stay in hotels.

Vocabulary


A Match the times.

- | | |
|---------------------|--------------------------|
| 1 nine thirty | a a quarter past ten |
| 2 seven twenty-five | b five to three |
| 3 twenty to twelve | c half past nine |
| 4 ten fifteen | d eleven forty |
| 5 two fifty-five | e three forty-five |
| 6 a quarter to four | f twenty-five past seven |

B Complete the sentences with *at* or *in*.

- 1 She goes on holiday *in* the spring.
- 2 They are the check-in desk.
- 3 He is Paris this weekend.
- 4 the evening, he likes to watch television.
- 5 She goes to her house in the country weekends.
- 6 Do they always go to Spain September?

ON THE LINE **A** Look at the information and then write the two telephone conversations.



DEPARTURES	FLIGHT NUMBER	DELAY
LONDON	BA 346	15 MINS
NEW YORK	AA 9754	20 MINS
PARIS	AF 2363	45 MINS
BARCELONA	SA 1130	90 MINS
BERLIN	TC 760	5 MINS

Conversation 1 – Sven telephones Pierre

Pierre: asks where Sven is

Sven: at Stockholm Airport / flight 45 minutes late

Pierre: see Sven later

Sven and Pierre: Goodbye

Pierre: _____

Sven: _____

Pierre: _____

Sven: _____

Pierre: _____

Conversation 2 – Sven telephones Pierre

Pierre: asks if Sven is in Paris

Sven: yes / no taxis at airport

Pierre: come into Paris by train / then Metro

Sven: Metro station?

Pierre: Franklin D Roosevelt.

Sven: See him in an hour /Bye.

Pierre: _____

Sven: _____

Pierre: _____

Sven: _____

Pierre: _____

Sven: See you in an hour, Pierre. Bye.

6

How do you relax?

Vocabulary

A Match the questions and answers.

- | | |
|-----------------------------------|-------------------------|
| 1 Who does she go walking with? | a He's twelve. |
| 2 How often do you visit the gym? | b At weekends. |
| 3 Where does he run? | c Friends, usually. |
| 4 How old is Jason Baker? | d Because it's fun. |
| 5 Why do you go swimming? | e Once or twice a week. |
| 6 When do they play football? | f In the park. |

B Put the words in order to make questions.

- 1 the / to / do/ want / you / to / park / go
Do you want to go to the park? _____?
- 2 relax / does / how / she
_____?
- 3 gym / visit / he / when / does / the
_____?
- 4 prefer / he / does / hockey / baseball / or
_____?
- 5 they / do / often / how / skiing / go
_____?
- 6 does / eat / she / restaurants / at
_____?

C Write possible answers to the questions in exercise B.

- 1 Do you want to go to the park?
Yes, I'd like to. _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Grammar

A Complete the sentences with the correct form of *go*, *play* or *do*.

- 1 She goes swimming at weekends.
- 2 He _____ tennis on Saturdays.
- 3 They don't _____ skiing in the Alps.
- 4 We always _____ walking at weekends.
- 5 Does he _____ the cooking?
- 6 She _____ basketball at her school.

Writing

A Describe what you do in your free time. Say *where*, *when*, *why*, *how often*, etc, and be careful with the verbs *go*, *play* and *do*.*On Saturdays I play tennis at the sports centre.*

B Describe what your family and friends do in their free time.

ON THE LINE A Look at the notice and write the questions or answers.

M-C Staff Restaurant

Mimosa Cars

Opening hours: 8.30am – 4.30pm

Lunch: 11.30am – 2pm

Coffee and snacks: 8.30am – 11am 2.30pm – 4pm

- 1 What time does the restaurant open? At 8.30 am.
- 2 _____ ? At 4.30 pm.
- 3 When do you serve the last lunch? _____
- 4 _____ ? Yes, from 8.30 to 11.
- 5 And in the afternoon? _____
- 6 _____ ? At 11.30 am.

1-6 Extension

Grammar

- A** This year, the three-day sales conference of Karnforth Systems is in Lisbon, Portugal. Complete the text with the correct forms of the verbs in the box.



be be come eat have listen relax talk

Karnforth Systems (1) is a Belgian company with offices in 14 countries. It (2) has about 400 employees. There (3) are 67 people at the conference. They are sales and marketing personnel, and (4) come from Africa, Asia, Europe and South America. During the days, the participants (5) listen to presentations and (6) eat about business. But in the evenings they (7) relax and (8) have dinner in Lisbon's delicious seafood restaurants.

- B** Match the underlined adjectives about the conference and Lisbon to their opposites.

- | | |
|---|--------------|
| 1 This food is <u>delicious</u> . | a boring |
| 2 It is an <u>interesting</u> conference. | b ugly |
| 3 Lisbon is a <u>beautiful</u> city. | c disgusting |
| 4 The hotels are very <u>clean</u> . | d bad |
| 5 A lot of Lisbon's streets are <u>narrow</u> . | e dirty |
| 6 Lisbon has a <u>good</u> subway system. | f wide |