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Professional English

商务英语听说(二)

练习册

Business START-UP 2
(Workbook)

[美] 马克·埃伯特森 著
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商务英语听说改编组 编译

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Introduction

Welcome to *Business Start-up* Workbook 2.

There are 12 units in the Workbook to match the 12 units in the Student's Book.

The Workbook is designed for self-study. There is an answer key for the exercises and transcripts of the listening activities at the back of the book.

Reading and writing activities

There is a wide range of activities (puzzles, word searches, anagrams and other exercise types) to give you new and different practice of the grammar and vocabulary in the Student's Book. There's also the chance for you to practise writing emails, memos and other types of business correspondence. You can do the activities in the Workbook after you have finished the corresponding unit in the Student's Book.

Listening activities

There is a CD with listening and speaking exercises for each unit. All these activities are 'hands free'. This means, for example, that you can listen to them in the car, or on a personal CD player, without looking at the Workbook. Most of the speaking activities have an example to listen to first. There are pauses for you to speak, and afterwards you hear a model answer.

The CD-ROM

You can also use the CD on your computer as a CD-ROM. There are extra exercises for every lesson and more chances for you to practise the language that you are learning in class.

1 Make sentences.

- 1 She / responsible / marketing / department.
She's responsible for the marketing department.
- 2 He / manage / six / technicians.
.....
- 3 They / report / sales / manager.
.....
- 4 You / charge / project.
.....
- 5 We / deal / financial / problems.
.....
- 6 I / look / important / customers.
.....

2 You are in a meeting in the UK. Introduce yourself and talk about your job and responsibilities (or a job you'd like to do). Make notes to help you remember what to say in English. Write up to 50 words.

Good morning. My name's ...

.....

.....

.....

.....

.....

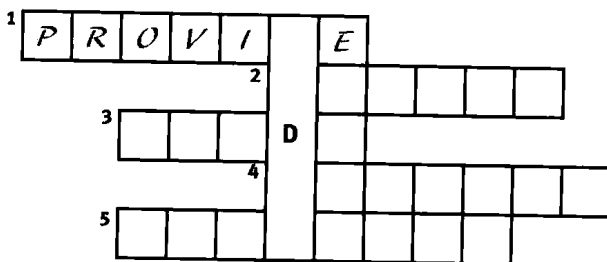
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.....

3 Correct the mistakes.

- 1 Where's the factories?
Where are the factories?
- 2 They has offices in London and Rome.
.....
- 3 Our factory aren't near Bristol.
.....
- 4 Our customers is mainly from Europe.
.....
- 5 This year there's 300 companies at the trade show.
.....
- 6 We exports our products all over the world.
.....
- 7 Does you work in London?
.....

- 4** Complete the puzzle. All the words contain the letter 'D'.



- 1 Our engineers provide a good after-sales service.
- 2 We the equipment in our office in Liverpool.
- 3 We always meet our customers'
- 4 They the parts for free.
- 5 The company parts for rollercoasters.

- 5** Make four sentences. Use phrases from each box.

Our engineers install	deliver our	provide a	Italy.
We supply spare	the equipment and	to its customers in	24-hour service.
We	exports equipment	our customers all	over the world.
The company	parts to	software products	by air.

- 1 Our engineers install the equipment and provide a 24-hour service.
- 2
- 3
- 4

- 6** You have a meeting with a company in the UK. Present your company (or a company you know) and its products and services. Make notes to help you do the presentation in English. Write up to 50 words.

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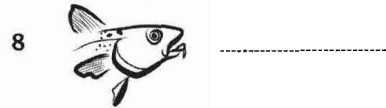
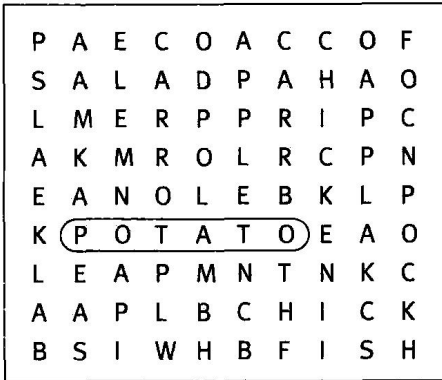
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7 Find food words. Then write them next to the pictures.



8 Fill in the gaps.

- to reserve a table = to book a table
- the list of food and drink in a restaurant = the _____
- the biggest dish of the meal = the _____
- the first dish of a meal = the _____
- the last dish of a meal = the _____
- what you pay after a meal = the _____

9 Match the pairs to make sentences.

- | | |
|-------------------------|----------------------------------|
| 1 Can I have soup | a a reservation. |
| 2 I'd like steak for | b strawberries, please. |
| 3 We have | c bill, please? |
| 4 I don't want | d a starter, just a main course. |
| 5 The same | e for the starter? |
| 6 Could I have the | f like anything else? |
| 7 For dessert, I'd like | g for me, please. |
| 8 Would you | h the main course. |

2

Teamwork

1 Fill in the gaps in the conversation.

A How's it going? Is the printer working now? (work)

B Yes.

A Good. So, what you at the moment? (print)

B I a copy of my report. (print)

A OK. Just in time. The man from UPS in reception. (wait)

2 Make questions for these answers.

1 Is the engineer repairing the lift?

Yes, the engineer's repairing the lift.

2

No, the builders aren't working this morning.

3

I'm planning the budget.

4

No, the men from the phone company aren't working today.

5

Yes, the architect's planning the renovation.

6

No, the builders aren't working to schedule.

7

Yes, I'm paying a lot for the design changes.

3 Write a short progress report about a project or job you are working on at the moment. Say how things are going. Write up to 50 words.

To:
 From:
 Subject: Progress report

At the moment I'm ...

.....

.....

.....

.....

.....

4 Complete the sentences. The missing words all contain the letter 'C'.

- 1 She speaks very well. She's a good communicator.
- 2 She has lots of new ideas. She's very
- 3 She's very sure of herself. She's very
- 4 She thinks quickly. She's good at making
- 5 She's 48 and knows the business well. She's very
- 6 She's good at understanding complicated problems. She's very
- 7 She's a team player. She likes working with her
- 8 She works well in difficult situations. She well with stress.

5 Write a short advert for your own job or a job you'd like to do.

Job title _____

Company _____

Responsibilities _____

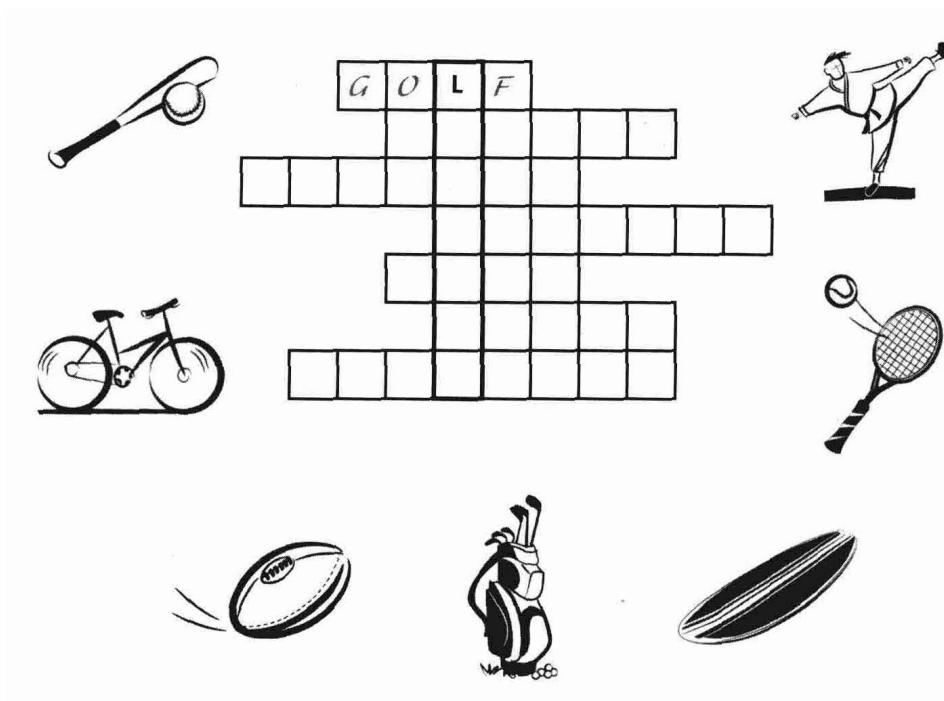
Skills and experience _____

6 Fill in the gaps.

stand enjoy fun go hopeless interested

- 1 I enjoy playing basketball.
- 2 I can't jogging.
- 3 I'm at horse riding.
- 4 I'd love to have a at elephant polo.
- 5 I'm not in hiking.
- 6 I think fishing is great

7 Complete the puzzle.



8 Correct the mistakes.

- 1 How goes the work?
How's the work going?
- 2 We have problems with the budget on this project.
.....
- 3 We run two weeks behind schedule at the moment.
.....
- 4 He enjoys to watch boxing.
.....
- 5 She's very good in making presentations.
.....
- 6 Engineers need being analytical.
.....

1 Make six sentences. Use phrases from each box.

They	a better	to find ways to	is very high.
We got	price includes	the cost of	order.
40%	of	really big	delivery.
He is	off the standard	their products	another supplier.
This	placed a	price is a	save money.
The quality	trying	quote from	very good discount.

1 *They placed a really big order.*

2

3

4

5

6

2 You started a new job last month. Write an email to a colleague from your old company. Compare your new job with your old one or an imaginary one. Write up to 70 words.

□ □ □

To:

From:

Subject: My new job

Hi ...,

Let me tell you a little bit about my new job. My office here is much bigger ...

.....

.....

.....

.....

.....

3 Make sentences. Use *as ... as*.

- 1 This mobile / expensive / that one.
This mobile is as expensive as that one.
- 2 The film / not / interesting / the book.
.....
- 3 The winter in Alaska / cold / in Siberia.
.....
- 4 Some journeys by train / quick / by plane.
.....
- 5 The increase in sales / not / big / we wanted.
.....
- 6 Our profits this year / not / high / last year.
.....

4 Make sentences. Use the superlative.

- 1 This is one of *the most advanced* machines in the world.
(+ advanced)
- 2 Our warehouse has facilities in the city.
(+ good)
- 3 This is one of jobs I do. (– interesting)
- 4 This is office in the building. (+ bad)
- 5 people work for us. (+ experienced)
- 6 Our suppliers produce equipment.
(– expensive)
- 7 Their company manufactures cars. (+ fast)

5 Underline the correct words.

- 1 The most *possible* / important question is money.
- 2 It's *compulsory* / *essential* to have reliable colleagues.
- 3 It's *necessary* / *compulsory* for British Airways pilots to wear uniform.
- 4 Good IT skills are *essential* / *possible* for this job.
- 5 I don't think it's *important* / *possible* to increase our profits any more.
- 6 She made a very *necessary* / *difficult* decision.

6 Match the pairs to make sentences.

- | | |
|------------------------|----------------------------------|
| 1 What's the best time | a part of the country? |
| 2 What's the weather | b some good hotels? |
| 3 What are the | c like in the summer? |
| 4 Do you need to have | d of year to visit your country? |
| 5 Can you recommend | e rent a car? |
| 6 Is it cheap to | f a car to travel around? |
| 7 Where's the nicest | g best campsites to go to? |

7 Write the words next to each picture. Then find them in the puzzle.



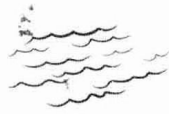
1 mountain



4 _____



2 _____



5 _____



3 _____



6 _____

8 Write a holiday postcard to a friend. Answer these questions:
Where are you? When did you arrive? Where are you staying?
What is there to see/do? Write up to 70 words.

Hi ...

We're having a really good time in ...



9 Correct the mistakes.

1 The prices online are cheapest than in this store.

The prices online are cheaper than in this store.

2 This product is not as good is that one.

3 I think you have best idea.

4 That was the most quick journey.

5 I think the situation is worsor now.

1 Fill in the gaps with *be* in the past simple.

- 1 The machine wasn't very safe. It was very dangerous.
- 2 The sales figures very complicated. They weren't easy to understand.
- 3 The project a flop. It wasn't successful.
- 4 The old computers very reliable. They were too slow as well.
- 5 The bicycle a successful invention. The design wasn't complicated.
- 6 The running costs very high. The car wasn't very economical.

2 Rewrite the sentences. Use *too* or *enough*.

- 1 That machine was too complicated. (simple)
That machine wasn't simple enough.
- 2 The batteries weren't big enough. (small)
.....
- 3 That job was too boring. (interesting)
.....
- 4 The old planes weren't safe enough. (dangerous)
.....
- 5 The targets were too high. (low)
.....
- 6 The report was too difficult to read. (easy)
.....

3 You are going to give a short presentation in English about a project you worked on recently. Write notes to help you. Write up to 60 words.

.....

.....

.....

.....

.....

.....

.....

.....

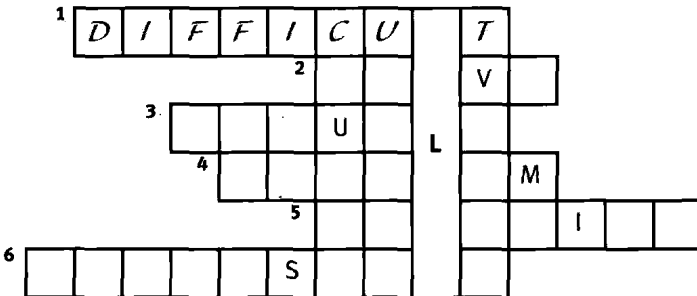
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4 Complete the table.

Infinitive	Past simple positive	Past simple negative
<i>help</i>	<i>helped</i>	didn't help
	was/were	
		didn't understand
think		
buy		
	made	
		didn't come
	read	
know		
		didn't choose
succeed		
		didn't say

5 Complete the puzzle. All the words contain the letter 'L'.



- 1 It was a very difficult job.
- 2 I couldn't the problem.
- 3 We had lots of with the computers.
- 4 The was the low quality.
- 5 I could see only one to the problem.
- 6 It was to open the file.

6 Find the words. Then match the pairs to make sentences.

- | | |
|-------------|---------------------------------|
| 1 mince | a I a big meal. |
| 2 lame | b I went |
| 3 drenagnig | c I went to the <u>cinema</u> . |
| 4 daclene | d I went out for a |
| 5 cokode | e I the house. |
| 6 poshginp | f I did some |