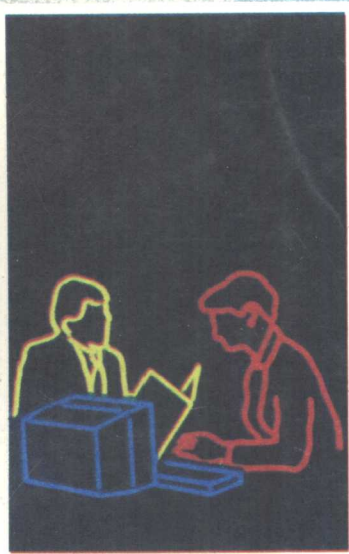


工商企业管理英语系列教材

BUSINESS MANAGEMENT ENGLISH
NICK BRIEGER and JEREMY COMFORT

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LANGUAGE REFERENCE FOR BUSINESS ENGLISH

GRAMMAR, FUNCTIONS AND COMMUNICATION SKILLS

商业英语语言手册

语法 · 功能 · 交际技巧

北京语言学院出版社

Prentice Hall International

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***Grammar, functions and
communication skills***

Nick Brieger
and
Jeremy Comfort

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引言

本书主要供学生使用，也可以供教师参考使用。我们考虑到我们“班”上的学生是成年人，他们在学习或工作中已使用英语，但是需要巩固和提高。因此，本书既是一本参考书又是一本实用指南。

在本书的设计过程中，我们尽量满足这一学生群两方面的需要：一是扩大语言知识的需要，一是提高交际技巧的需要。我们承认，这两个方面存在着显著的交叉部分，但我们认为，把它们分别来看待是有用的，这样二者可以有效地结合到整个言语行为中。毕竟，这应是语言教学的目的：把准确的语言运用同有效的交际技巧结合起来的整个言语行为。本书的内容编排就反映了这个区分，即分成两大部分：语言篇和交际篇。

先说语言篇。大家都熟悉语言这个学科——复杂而完整。要准确地使用语言，学生就需要很好地去掌握它。所以，我们尽量将大部分基础的东西包括进来。

每一专业领域都有自己的专业术语，语法也不例外。我们尽可能最少地使用专业术语。不过，我们还是使用了一些约定俗成的简缩形式，使用起来既方便又简单。它们是：

V1 = 不带 to 的不定式 (原形)

V2 = 过去式

V3 = 过去分词

Am.E. = 美国英语

Br.E. = 英国英语

←——+——→ 时间标线，过去时向左伸展，将来时向右伸展
present

词汇介绍的是词语 (动词、名词和形容词)；语法介绍的是组合基础语言单位的形式 (句子和从句类型、动词时态和介词等)；功能使我们能够运用词汇和语法来进行语言表达 (赞同、发表意见、比较)。掌握了语法，我们就能够准确地说话和写作；掌握了功能，我们就能够在不同的场合贴切地说话和写作。

交际篇论述的是整个言语行为，分为六种主要技巧，这些技巧对于各行各业的人员都是普遍的活动。本篇已超出了语言技巧（准确的语法和贴切的功能）的范围。它介绍了交际技巧和交际策略的概念，并提供了范例以建立有效的完整的言语行为。

为达到详尽，很多内容必须包括在语言篇中，提供整个语言核心的东西；同样，由于篇幅的限制，许多内容只好排除在交际技巧篇之外。书中的不足之处应由我们负责。

Textual overview

LANGUAGE

Part 1 Grammar

Units 1–65

Part 2 Functions

Units 66–82

COMMUNICATION

Skill 1 Presentations

Skill 2 Meetings

Skill 3 Telephoning

Skill 4 Letter-writing

Skill 5 Report-writing

Skill 6 Social language

Contents

LANGUAGE	1
Part 1 Grammar	1
Verbs – main tenses	
Unit 1 The present continuous	3
Unit 2 The present simple	5
Unit 3 The past simple	8
Unit 4 The past continuous	10
Unit 5 The present perfect simple	12
Unit 6 The present perfect continuous	14
Unit 7 The past perfect	16
Unit 8 The future with will	18
Unit 9 The future with going to	20
Unit 10 The conditionals	22
Unit 11 Tense review	25
Verbs – other forms	
Unit 12 Verb . . . ing	26
Unit 13 Infinitive	28
Unit 14 Verb . . . ing or infinitive + to	30
Unit 15 Verb + object + infinitive	32
Verbs – auxiliaries and modals	
Unit 16 Will and would	34
Unit 17 May and might	36
Unit 18 Can and could	38
Unit 19 Must , mustn't and needn't	40
Unit 20 Shall and should	42
Verbs – voice	
Unit 21 Active	44
Unit 22 Passive	46
Verbs – other	
Unit 23 Be	48
Unit 24 Verbs of speaking: say , tell , talk , speak and discuss	51

Unit 25	Verbs of reporting	53
Unit 26	Verbs of the senses	55
Unit 27	Arise, rise, raise, lie and lay	57
Unit 28	Verbs + adjectives	59
Unit 29	Have, have got and get	61
Unit 30	Make versus do	63
Unit 31	Verb + preposition	64
Unit 32	Verb + object + preposition	67
Unit 33	Verb + adverb (phrasal verb)	69

Sentence and clause types

Unit 34	Sentence types – simple and complex	71
Unit 35	Connecting ideas	73
Unit 36	Subordinate clauses	75
Unit 37	Reported speech	77
Unit 38	Questions	80
Unit 39	Relative clauses	84
Unit 40	Clauses of contrast	87
Unit 41	Clauses of cause or reason	89
Unit 42	Clauses of purpose	90
Unit 43	Clauses of time	92
Unit 44	-ing and -ed clauses	94

Nouns

Unit 45	Nouns	95
Unit 46	Noun compounds	97
Unit 47	Genitive forms	99

Adjectives and adverbs

Unit 48	Adjectives versus adverbs	101
Unit 49	Adjective modification with adverbs	103
Unit 50	Comparison of adjectives	105
Unit 51	Expressions of frequency	107
Unit 52	Degree with very, too and enough	109
Unit 53	So versus such	111
Unit 54	Already, yet, again and still	112

Determiners

Unit 55	Articles	114
Unit 56	Pronouns	116
Unit 57	Demonstratives	118
Unit 58	Some, any and related words	119
Unit 59	Quantifiers with all, many, much, several, (a) few, (a) little and no	122
Unit 60	Both, either and neither	124
Unit 61	Each, every and compounds	126
Unit 62	Numerals	128

Prepositions	
Unit 63 Time	132
Unit 64 Place	135
Unit 65 Like versus as	138
Part 2 Functions	139
Information-handling	
Unit 66 Classifying information	141
Unit 67 Connecting and sequencing ideas	143
Unit 68 Describing trends	146
Unit 69 Describing the organisation	151
Unit 70 Asserting and toning down information	153
Unit 71 Equating and including ideas	155
Unit 72 Comparing and contrasting ideas	157
Unit 73 Checking and confirming information	160
Expressing attitudes	
Unit 74 Likes and preferences	162
Unit 75 Asking for and giving opinions	164
Unit 76 Agreeing and disagreeing	166
Describing logical and personal relations	
Unit 77 Cause and effect	168
Unit 78 Obligations and requirements	170
Unit 79 Ability and inability	172
Unit 80 Scale of likelihood	174
Suasion	
Unit 81 Advising and suggesting	176
Unit 82 Requesting information and action	178
COMMUNICATION	181
Introduction	183
Skill 1 Presentations	184
Background	184
Pre-preparation and planning	185
Preparing your presentation	185
Structuring your presentation	187
Skill 2 Meetings	190
Background	190
What makes a good meeting?	190
Chairing a meeting	191
Participating in a meeting	195
Questioning techniques, style and language	195

Skill 3 Telephoning	197
Background	197
Structuring a call	197
Telephone techniques	200
Skill 4 Letter-writing	202
Background	202
Structuring a letter	202
Skill 5 Report-writing	211
Background	211
Checklist of operations	212
Planning your report	212
Structuring your report	213
Writing your report	215
Skill 6 Social language	217
Background	217
Making friends and influencing people	217
Social contact	218
Checklist for effective communication	227
Index	229

LANGUAGE

Part 1 ***Grammar***

UNIT 1

The present continuous

A. Sample sentences

- Sales are increasing at the moment.
- At present we are recruiting a new sales director.
- What are you doing? – I am just finishing this report.
- We are starting a new sales campaign next month.

B. Form

The present continuous comprises two parts:

the present tense of **to be** + V1 ... *ing*

1. Positive form

I **am checking** the stock.
You/we/they **are checking** ...
He/she/it **is checking** ...
We/you/they **are checking** ...

2. Negative form

I **am/'m not expecting** a delivery today ...
You/we **are not/aren't expecting** ...
He/she/it **is not/isn't expecting** ...

3. Interrogative form

Am I getting the right results?
Are you getting ... ?
Is he/she/it getting ... ?
Are we/you/they getting ... ?

C. Uses

We use the present continuous to talk about:

- activities at or around the time of speaking
 - temporary activities in the present
 - fixed arrangements in the future
1. To indicate an activity at the moment of speaking:
 - What are you doing? – I'm calculating the sales figures.
 2. To indicate an activity around the time of speaking:
 - We are installing a new assembly line.

3. To indicate the temporary nature of an activity:
 - I'm working in Paris at the moment. (but normally I work in London)
4. To indicate a fixed arrangement in the future:
 - We are running a training seminar next Monday.

NOTES

1. With C1, 2 and 3, we can use the following time expressions (present time markers):
 - at the/this moment*
 - at present*
 - currently*
 - now*
2. With C4, we normally use a word or expression to show that we mean future time. This avoids confusion with the present time:
 - What are you doing *this evening*? (future)
 - cf.* What are you doing? (present)

See also

Unit 2 – The present simple

Unit 8 – The future with **will**

Unit 9 – The future with **going to**

UNIT 2

The present simple

A. Sample sentences

- The marketing director reports to the MD.
- We usually hold our European meeting in Madrid.
- I don't understand these statistics.
- My plane leaves at 10.30 on Tuesday.

B. Form

The present simple comprises:

one part in the positive, i.e. V1(s)

two parts in the negative and interrogative, i.e. **do/does** + V1

1. Positive form

I/you/we/they **work** in different departments.

He/she/it **works** in different departments.

2. Negative form

I/you/we/they **do not/don't produce** a monthly report.

He/she/it **does not/doesn't produce** a monthly report.

3. Interrogative form

Do I/you/we/they **need** more information?

Does he/she/it **need** more information?

C. Uses

We use the present simple to talk about:

- general or permanent activities or situations
- the frequency of activities
- truths or current beliefs
- fixed schedules in the future

1. To indicate a general or permanent activity:

- The company produces a wide range of pharmaceuticals.
- I live in Frankfurt.

2. To describe how often an activity is done:

- We appraise our employees once a year.

3. To describe a truth or current belief:

- Managers plan, organise, lead and control.

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4. To indicate a fixed schedule in the future:
 - The new training programme starts on 1 January.
5. With non-continuous verbs:
 - At present our company belongs to the ABC Group. (*not*: 'is belonging')
 - At the moment the board consists of six people.

The following verbs are usually used only in the simple form:

<i>hope</i>	<i>know</i>	<i>understand</i>	<i>like</i>	<i>love</i>	<i>mean</i>
<i>forget</i>	<i>imagine</i>	<i>remember</i>	<i>prefer</i>	<i>suppose</i>	<i>want</i>
<i>belong</i>	<i>concern</i>	<i>consist of</i>	<i>contain</i>	<i>cost</i>	<i>equal</i>
<i>have</i>	<i>involve</i>	<i>depend on</i>	<i>owe</i>	<i>possess</i>	<i>own</i>
<i>remain</i>	<i>require</i>				

NOTES

1. Remember the **-s** in the third person singular, i.e.

positive	– works
negative	– doesn't work
interrogative	– does . . . work
2. With C1 and 2, no adverb of time is needed.
3. With C3, we use time expressions to indicate how often something happens. We have two categories of frequency:

definite frequency
indefinite frequency

3.1. Indefinite frequency

100%	always
90%	usually/normally
75%	often/frequently
50%	sometimes/occasionally
25%	rarely/seldom
10%	hardly ever
0%	never

The numbers are a general indication, not exact values.

3.2 Definite frequency

every minute		
every hour	or	hourly
every day	or	daily
every week	or	weekly
every month	or	monthly
every year	or	yearly/annually
once/twice/three times a day/week/month/year		

3.3 The position of indefinite frequency markers

These products *usually* sell for about three years. (before the verb)

Usually these products sell for about three years. (at the beginning of the sentence)