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Second Edition

MARKET LEADER

Elementary Business English Practice File



体验[®]商务英语 同步练习 I

(第二版)

John Rogers

《体验商务英语》改编组



高等教育出版社
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Introductions

Vocabulary

A Reorder the letters to make names of countries.

- 1 Cainh = *China* 4 Planod =
 2 Risasu = 5 Gyranem =
 3 Sendew = 6 Aganirten =

B Put in the missing letters to find the nationalities.

- 1 Fadilah is O m a n i . 4 Ms Isabel Caceres is S _ _ ni _ h.
 2 Mr Nakamura is J _ p _ n _ _ . 5 Andrew Harrison is E _ _ l _ _ h.
 3 Christophe Boulan is F _ _ n _ h. 6 Vassiliki is G _ _ e _ .

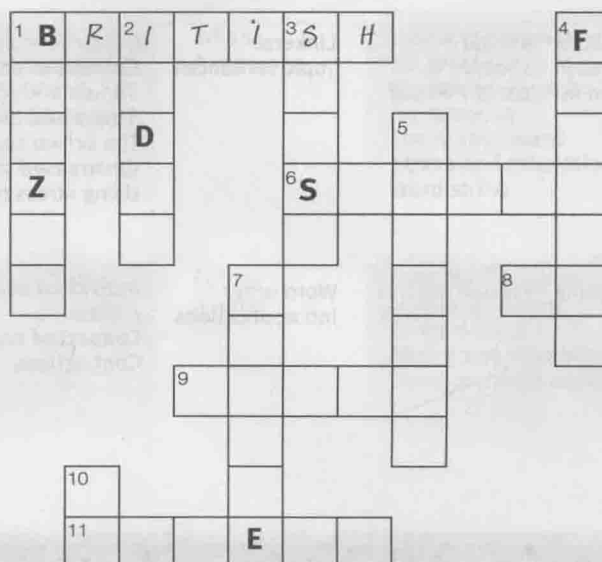
C Complete the crossword puzzle with names of countries or nationalities.

Across

- 1 Sir Terry Leahy is the CEO of Tesco, the largest supermarket chain. (7)
 6 Ingvar Kamrad, founder of Ikea, is from (6)
 8 companies like Microsoft and GE are among the world's most respected companies. (2)
 9 Toyota and Nissan are two carmakers from (5)
 11 Lee Kun-hee is chairman of Samsung, the famous technology company. (6)

Down

- 1 Natura, Petrobras and Weg are three companies from (6)
 2 Lakshmi Mittal is from He is chief executive of Arcelor Mittal, the world's biggest steelmaker. (5)
 3 Nestlé is one of the most famous companies. (5)
 4 Nokia, a company, makes high-quality mobile phones. (7)
 5 BMW, Porsche and Volkswagen are three carmakers from (7)
 7 Jean-Paul Agon, L'Oréal's chief executive, is from (6)
 10 British Airways, Virgin Atlantic and easyJet are airlines from the (2)



Vocabulary +

D Here are six adjectives. Write the names of the corresponding countries.

- | | |
|-------------------------------|--------------------|
| 1 Danish <i>Denmark</i> | 4 Czech |
| 2 Dutch | 5 Turkish |
| 3 Pakistani | 6 Senegalese |

E Here are six countries. Write the corresponding adjectives.

- | | |
|---------------------------------|------------------|
| 1 Norway <i>Norwegian</i> | 4 Tanzania |
| 2 Portugal | 5 Slovakia |
| 3 Switzerland | 6 Thailand |

F Complete the groups below with the names of countries from the box and their corresponding nationality adjectives.

~~Bahrain~~ Chile Scotland Vietnam Iran Sudan Iraq Finland

| Group 1 | |
|--------------------------|-------------|
| Adjectives ending in -an | |
| Country | Nationality |
| Brazil | Brazilian |
| Germany | German |
| | |
| | |

| Group 2 | |
|---------------------------|-------------|
| Adjectives ending in -ish | |
| Country | Nationality |
| Poland | Polish |
| Spain | Spanish |
| | |
| | |

| Group 3 | |
|---------------------------|-------------|
| Adjectives ending in -ese | |
| Country | Nationality |
| China | Chinese |
| Japan | Japanese |
| | |
| | |

| Group 4 | |
|-------------------------|-----------------|
| Adjectives ending in -i | |
| Country | Nationality |
| Kuwait | Kuwaiti |
| Oman | Omani |
| <i>Bahrain</i> | <i>Bahraini</i> |
| | |

Language review

The verb *to be*

A Choose correct forms from the box to complete the sentences.

am 'm are 're is 's

- Lucien and Marie-Claire *are* our agents in Bordeaux.
- Mrs Turner a programmer in Leeds.
- My boss and I from Frankfurt.
- Where your new assistant from?
- Excuse me, you the new technician?
- I Swiss, but my company Italian.
- Dorota and Cezariusz Polish. Their office in Poznan.

B Put the appropriate form of the verb *to be* at the correct place(s) in each sentence.

- His English very good. *His English is very good.*
- Where they from?
- What her name?
- My office in Paris, but I not French.
- Mrs Lopez a lawyer.
- Alex and Rob from Italy.

C Put the words in the correct order to make questions. You need one form from the box for each question.

| | | |
|----|-----|----|
| am | are | is |
|----|-----|----|

- your / Ingrid / name *Is your name Ingrid?* ?
- Spain / Isabel and Luis / from
- a / you / programmer
- Marketing / in / you and Tom
- I / tomorrow / in / Room 16

D Match these sentence halves.

- | | |
|--|---|
| 1 I'm in Sales, | a) but she isn't an accountant. |
| 2 She's in Accounts, | b) so we aren't free. |
| 3 My assistant and I are in a meeting all day, | c) so you aren't late. |
| 4 You aren't in the city centre, | d) but you are very near the conference hall. |
| 5 It's only 9.50, | e) but I'm not a salesman. |

E Write short answers to the questions.

- Is Ákos from Turkey?
No, he isn't. He's from Hungary.
- Are you in Production too, Maria?
..... I'm the assistant production manager.
- Am I in room 243 tomorrow?
..... You're in 112.
- Am I late for the meeting?
..... But just by five minutes, so don't worry.
- Is Linda English too?
..... She's from Australia.
- Is the new sales assistant French?
..... He's from Lyons.
- Are you from Switzerland, Brigitte?
..... I'm from Belgium.
- Are you and Lucille in Marketing?
..... We're both in Finance.

Writing Editing

A Beat the spellchecker! Use the correct word from the box to complete each of the sentences below.

Is is (x2) from football are -a-

- 1 Is your wife ^d manager?
- 2 She married with two children.
- 3 Tom and Ana interested in travel.
- 4 Olympic Airways Greek?
- 5 My boss's favourite sport is.
- 6 The sales manager very busy today.
- 7 My best friend is Brazilian. He is Porto Seguro.

B Put an apostrophe (') where necessary.

- 1 Her names Paola. *name's*
- 2 Akemis from Japan.
- 3 Her companys in Osaka.
- 4 Whats your job?
- 5 Its very modern, but it isnt very large.
- 6 'Are you and your colleague from Poland?'
- 'No, we arent. Were from Ukraine.'

C Rewrite the sentences, adding capital letters where necessary.

- 1 nikola is from croatia. *Nikola is from Croatia.....*
- 2 mrs kimura is japanese.
- 3 is nokia danish?
- 4 paul is married with two children.
- 5 this is george ellis, from marketing.
- 6 mr brown's new boss is from london, ontario.

An e-mail

D You are at an international trade fair in another country. You write an e-mail about the fair to a colleague in your office. Complete the e-mail with items from the box.

a sales manager business is company sells do business
is a great city is from Altheim

From: Max.Lang@lycos.com

To: RTodorovic@easynet.co.uk

Subject: Cyberfair

Hi!

The Cyberfair is very exciting, and Frankfurt *is a great city* ¹.

There are interesting people from all over the world here at the fair.

Andreas Wallner ² in Austria. He's ³.

His ⁴ furniture for hi-tech offices, and he says ⁵ good at the moment.

I think Mr Wallner is a very good business contact. I'm sure we can ⁶ with him.

Bye for now,

Max

Work and leisure

Vocabulary

A Complete the sentences.

- Tom says friendly colleagues are more important than a high salary.
- I can start work at 7.30, 8.30 or 9.30. I'm really glad I can work f _____ h _____.
- Her job has a lot of t _____ o _____. She goes to a different country every month!
- When I travel on business, the company pays for my meals and my hotels. It's so easy when you have an e _____ a _____.
- My company has a gym, a swimming pool and many other s _____ f _____.
- All our sales representatives use c _____ c _____ to visit customers in other cities.
- I drive to work, so I'm glad my company has free p _____ f _____.
- For me, j _____ s _____ is what I need most. I have three children, so I don't want to be out of work.

B Write one letter in each empty box to make names of days, months or seasons.

1 T h u r s d a y

2 _____ h

3 _____ i _____

4 _____ b _____

5 _____ d _____

6 _____ t _____

C Complete the sentences with *at*, *in* or *on*.

- Our departmental meeting is *on* Friday afternoon.
- I don't like meetings the morning.
- The first interview is 17 December.
- The second interview is January.
- When he travels all day, he can't sleep night.
- She usually visits our head office the autumn.
- They never work the weekend.
- Are you free Wednesday?
- Susan sometimes works Saturdays.
- Do you often go out the evening?
- He starts his first meeting 8.30.

D Write \backslash to show the place of the missing word in each sentence. Write the word on the line.

- 1 Some of my colleagues love listening \backslash hard rock.to.....
- 2 My boss and I don't like watching football TV.
- 3 My colleagues and I often go to cinema on Saturdays.
- 4 I quite like reading, but I hate to the radio.
- 5 Our new secretary sometimes tennis at the weekend.
- 6 How often do you go abroad holiday?

Vocabulary +

E Complete the time phrases in the sentences with *at* or *in*. Write \emptyset if no word is missing.

- 1 Can I see you next Tuesday?
- 2 They'll deliver the goods the end of the month.
- 3 We need to have a meeting this afternoon.
- 4 The office closes 6.00 p.m.
- 5 There's a staff party every December.
- 6 Our visitors arrive three hours' time.
- 7 She worked very hard last winter.
- 8 Hurry up! The bank closes ten minutes.
- 9 He travelled to China 2009.
- 10 I'm sorry. Mrs Moor's in a meeting the moment.

Discover the rule

Study the 10 sentences above and complete the rule.

We do **not** use *at* / *in* / *on* before *next*, , or in a time phrase.

F In each box, match the words that go together to find more things to do in your free time. Use a good dictionary to help you.

- | | |
|-----------|---------------------|
| 1 stay in | a) to an exhibition |
| 2 play | b) a novel |
| 3 read | c) a party |
| 4 go | d) with your family |
| 5 have | e) chess |

- | | |
|-----------|-----------------|
| 6 listen | f) jogging |
| 7 go for | g) a video |
| 8 go | h) a walk |
| 9 work in | i) to the radio |
| 10 watch | j) the garden |

Language review

Verb forms

- A** Complete the information about Kati Varga. Use the correct form of a verb from the box.

| | | | | |
|------|--------|-------|-------|------|
| get | arrive | check | enjoy | go |
| have | have | spend | like | work |

Kati Varga's working day

Kati Varga is the director of Commerzbank, a large bank in Budapest. She ...¹ *gets* up at about 5.30 and usually goes jogging in the park. Then she ...² a shower and prepares breakfast for herself and her family. 'We all ...³ to have breakfast together,' she says, 'and that's great.'

She ...⁴ to work by metro. She ...⁵ at her office between 7.45 and 8 o'clock. Then she works at her desk for half an hour. 'I always ...⁶ my e-mail first thing every morning,' she says.

At 8.30 she starts her first meeting. She ...⁷ a lot of meetings in the morning with customers and also with other important bankers. 'I keep the afternoons free for staff meetings,' she says.

Two or three nights a week Ms Varga ...⁸ late at the office. She gets home late and often goes to bed after midnight.

She travels a lot and ...⁹ about 50 days abroad every year. In her free time, she likes hiking and playing tennis. 'And when the weather is nice, my family and I really ...¹⁰ sailing,' she says.

Word order

- B** Put the words in the correct order to make sentences.

- 1 She / a lot of / calls / every / makes / telephone / day.
She makes a lot of telephone calls every day.
- 2 In / evening, / watch / the / we / usually / TV.
- 3 Tony / a / days / late / two / works / week.
- 4 How / you / often / do / visit / clients?
- 5 I / have / with / lunch / often / colleagues.
- 6 They / at / are / home / on / rarely / Saturdays.

- C** Match the words on the left with the words on the right to make expressions of time and frequency.

- | | |
|-------------|------------------|
| 1 two | a) weekend |
| 2 at the | b) to time |
| 3 five | c) a week |
| 4 from time | d) times a year |
| 5 in the | e) then |
| 6 now and | f) nights a week |
| 7 once a | g) evening |
| 8 twice | h) month |

Writing
Spelling

- A** Complete the verbs in the following sentences.

- 1 Lucy go... to work by bus.
- 2 She arri... at work at 8.45 a.m.
- 3 She star... work at 9.00.
- 4 In the morning, she discu... new plans with her colleagues.
- 5 She often h... lunch in the staff cafeteria.
- 6 She enj... her job a lot.
- 7 In the evening, she stu... for her MBA.

Focus on capital letters

B Rewrite the sentences, using capital letters where necessary.

- 1 vera works till 5.30 on thursdays.
Vera works till 5.30 on Thursdays.
- 2 she goes to the uk every year in march.
- 3 paul sometimes reads the *financial times*.
- 4 they live in amsterdam, but they aren't dutch.
- 5 their office is in oxford street.
- 6 as you know, i work for the european commission.
- 7 the polish representatives arrive at heathrow at 7.30 a.m.
- 8 louise and bill are from the united states.
- 9 how often do you watch the bbc?

Filling in a form

C Read the text and complete the form below.

Hello! My name's Raoul Gautier and I'm the PR¹ Manager with the Banque de l'Ouest.
It's a new job for me, and I like it very much.
My address is 47, Avenue Aristide Briand, Toulouse, and my phone number is 55 78 43 00.
I'm twenty-four years old – the same age as my partner Sarah. We're getting married next year!

¹ PR is short for Public Relations

First name: *Raoul*
Surname:
Age:
Marital status: Single/Married
Occupation:
Address:
.....
Telephone number:

An e-mail

D Raoul Gautier is the new PR Manager with the Banque de l'Ouest in Toulouse. Put the sentences in the best order to write his e-mail to the staff.

From: RGautier@banqueouest.fr
To: staff@banqueouest.fr
Subject:

Dear All,

a) I also have to give them information about our work.

b) This is just to introduce myself.

c) I look forward to meeting you all at our staff meeting on Friday.

d) My main responsibility is to communicate with the public and the media.

e) My name is Raoul Gautier and I am the new PR Manager.

With best wishes,
Raoul Gautier

- 1 ☒ b
- 2 ☐
- 3 ☐
- 4 ☐
- 5 ☐

Problems

Vocabulary

A Complete the sentences.

- Flight FR42 is d e l a y e d by half an hour because of bad weather. We apologise for the inconvenience.
- The photos aren't in the envelope. They're m _____.
- Nobody knows where the report is. It's l _____.
- Don't sit on that chair! It's b _____.
- Let's take a taxi. We don't want to be l _____ for the meeting.

too / enough

B Match each sentence on the left with a sentence on the right.

- | | |
|--|--|
| 1 I think Alpha Tours is too expensive. | a) We need more detail. |
| 2 It's too far to walk. | b) Please book my flight with a different company. |
| 3 The office is really too small. | c) It takes three minutes to make 10 copies. |
| 4 The interviewer talks too fast. | d) Let's take a taxi. |
| 5 There isn't enough information in this report. | e) It's difficult to understand her. |
| 6 They say the Royal Hotel isn't good enough. | f) There isn't enough space for all the staff. |
| 7 This machine's too slow. | g) They want to stay at the Astoria. |

too / enough / very

C Correct the sentences that are wrong.

- I can afford to buy the LJ200 printer, but it's ~~too~~ expensive. *very*
- This mobile phone is too big to fit in my pocket.
- It's too late to telephone. They close at 5.30.
- Come to our country! The food is delicious and the people are too friendly.
- My boss is great, and my colleagues are too nice.
- I can't do it enough fast. I need some help.

Vocabulary +

D Match these adjectives with their opposites. Use a good dictionary to help you.

- | | |
|-----------------|----------------|
| 1 boring | a) cheap |
| 2 difficult | b) clean |
| 3 dirty | c) strong |
| 4 dishonest | d) efficient |
| 5 expensive | e) honest |
| 6 inefficient | f) interesting |
| 7 negative | g) modern |
| 8 old-fashioned | h) pleasant |
| 9 unpleasant | i) positive |
| 10 weak | j) easy |