

Collins

English for Business

柯林斯商务英语

语法与实践

Intermediate

BUSINESS GRAMMAR & PRACTICE

(中级·中文注释版)

Nick Brieger & Simon Sweeney

AUTHENTIC GRAMMAR
CEF level:
B1-B2
FOR THE WORKPLACE

商务印书馆

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Nick Brieger, Simon Sweeney

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Introduction 导言

目 标

《柯林斯商务英语：语法与实践》(中级)适合于想要在商务环境下提高其语法应用的具有中级水平的学生。本书包括了经常在英语中误用的结构,掌握了这些结构,无论你处于什么样的商务环境(或向往中的商务环境),你都会应对自如。如果你想先在商务英语核心词汇上打好基础,那么本系列的初中级水平用书是不二之选。

为了保证你学习的语言与职场相关,本书选用的例句都来自柯林斯语料库。柯林斯语料库是个不断更新的英语数据库——来源于大量的书面语和口语。因此,你可以相信,书中任何例句都是商务环境下英语的真实应用。

《柯林斯商务英语：语法与实践》(中级)与所有商务英语教材一样,对商务英语语法做了详细的解释,并提供补充练习。本书既适合于课堂教学,也适合于自学者学习。

内容组织

本书有 72 个单元和 8 个附录。

每个单元包括：

1. 语言表达是通过：
 - 例句说明语言的应用形式；
 - 语言形式的解释；
 - 这些应用形式的描述。
2. 实践是通过：
 - 受控练习来发展语言形式的意识的；
 - 引导练习来实践这些形式传达的一系列意思表达；
 - 应用练习——它为进一步练习各个单元阐述的语言实践提供了框架。
3. 受控练习和指导练习的答案。

单元使用

你应该通过如下方式学习：

- 阅读例句,并注意语言形式的应用 (Section A)；
- 学习阐述的语言形式 (Section B)；
- 学习这些语言形式的应用 (Section C)。

接下来你应该继续练习,本书提供了三种练习形式:受控练习、引导练习和应用练习。

开始练习前,你：

- 要确保清楚地理解了任务；
- 要看书中给出的所有例句；
- 如果有必要,请回顾语言的形式和应用。

完成受控练习或引导练习以后,对照书后面的答案。

受控练习只有一个答案;引导练习有一个示范或推荐答案 (M);如果你的受控练习的答案是错的,再看一下 Section B 和 Section C;如果你的引导练习的答案不同于推荐答案,想一想你的答案是否也是合理的。

最后,关于应用练习:本书采用应用练习的原因是通过把前面练习中讲述和实践的语言应用于你的个人生活,从而为你的世界架起一座桥梁。

Grammatical Terms 语法术语

Active (see also **Passive** and **Voice**)

A verb or verb phrase which has the person or thing doing the action as its subject, e.g. *The government increased taxes.*

Agent

The doer of an action in a passive sentence. The agent comes after the word 'by', e.g. *The mistake was discovered by an accountant.*

Article

The words *the* or *a/an* which are used before a noun, e.g. *the manager, a desk*, or the zero article e.g. *subsidiaries*

Aspect

The feature of a verb that shows the time when an activity or state happens. In English the aspects are either continuous (see **Continuous**) or perfect (see **Perfect**).

Auxiliary verb

The verbs *be*, *have* and *do* when they are used with other verbs:

- continuous verbs (*be*), e.g. *Sales are increasing.*
- passive verbs (*be*), e.g. *The factory was sold last year.*
- the perfect (*have* and *had*), e.g. *We have already placed an order.*
- negative and interrogative verbs (*do*), e.g. *We don't agree with the plan. What do you think?*

Bare Infinitive (see **Infinitive**)

Clause

A group of words containing a subject and verb, and acting as a full sentence or part of a sentence. The verb may be a finite verb, e.g. *The company has been operating for 10 years* (finite clause) or a non-finite verb, e.g. *Having founded the company, ...* (non-finite clause).

Conjunction

A word which links words, phrases or clauses, e.g. *but, and, because.*

Connector

A word which links clauses that are separated by a full stop or semi-colon, e.g. *however, therefore, similarly.*

Continuous (aspect)

A verb construction in the form *be* + infinitive...ing, e.g. *is working*

Copula (copular verb)

A linking verb such as 'be' or 'seem' which takes a noun or adjective complement that tells us what the subject is, e.g. *He is the manager*, or *She seems very busy*. It can also tell us what the subject becomes, e.g. *She became sales director.*

Demonstrative

The words *this, that, these* and *those* when they are used in a noun phrase, e.g. *This email is from James.*

Derivation

A word that comes from another word, e.g. *management* is derived from the verb *manage*.

Determiner

A class of words which includes articles, possessive pronouns, demonstratives and quantifiers.

Direct object (see **Object**)

Direct speech (see also **Indirect speech**)

A way of showing what someone actually says, e.g. 'I'm very pleased to meet you.' Quotation marks are often used to show direct speech.

Finite verb

A verb or verb phrase in one of the tenses.

Genitive

A noun written with an apostrophe which shows possession or a similar relationship, e.g. *the manager's decision, last year's results, the countries' economies.*

Indirect speech (see also **Direct speech**)

A way of showing what someone else has said by using your own words, e.g. *John announced that the meeting was cancelled.*

Infinitive (or **bare infinitive**)

The base form of a verb without 'to', e.g. *be, make, write.*

Infinitive + to

The base form of a verb with 'to', e.g. *to be, to make, to write.*

Interrogative

A group of words which asks a question.

Intransitive verb (see also **Transitive verb**)

A verb which cannot take a direct object, e.g. *He died last year.*

Some verbs can be both intransitive and transitive, e.g. *Production increased last year* (intransitive). *We increased production last year* (transitive).

Main verb

A verb which is neither a modal nor an auxiliary verb. *Be, have* and *do* can be main verbs or auxiliary verbs depending on their use.

Modal verb

These verbs and their negative forms are modals: *will, can, shall, may, must, would, could, should, might*

Modals are followed by a bare infinitive, e.g. *You must attend the meeting.*

Needn't and *daren't* are also used in this way.

Object

A noun or noun phrase after a transitive verb, e.g. *We increased production by 5%.*

Participle

A non-finite verb formed with an infinitive + *ing* (present participle), e.g. *developing*, or the past participle form of a verb e.g. *developed*

Particle

A grammatical word which does not belong to the main classes, e.g. *to* (in the infinitive) or *not*.

Passive (see also **Active** and **Voice**)

A passive construction contains a verb or verb phrase in the form *be* + past participle, where the doer of the action is expressed as the agent rather than the subject, e.g. *Taxes were increased by the last government* (passive) versus *The last government increased taxes* (active).

Perfect (aspect)

A verb construction in the form *has/have* + past participle which puts the action or event in a different time from the time of speaking or writing.

The present perfect shows that the action has been completed by the time of speaking or writing, e.g. *We have already seen the report.*

The past perfect shows that an action has been completed by an earlier point of time, e.g. *We had already seen the report.*

Phrasal verb

A verb phrase that consists of a verb + adverb, e.g. *write up*, *pay out*.

Phrase

A group of words, but less than a clause, i.e. not containing a subject and verb.

Pronoun

A word that takes the place of a noun or noun phrase, e.g. *she*, *my*, *this*, *who*.

Quantifier

A word which describes quantity or amount, e.g. *all*, *many*, *some*, *few*, *no*.

Question tag

A short question added to a statement, which makes the statement into a question, e.g. *We sent the goods last week, didn't we?*

Relative clause

A clause beginning with a relative pronoun such as *who*, *whose*, *which*, *that* or a relative adverb such as *when*, *where*, *why*.

Reported speech (see **Indirect speech**)

Simple

A verb construction in either the present simple or past simple tense.

Subjunctive

A verb form used to describe non-factual or hypothetical meaning. It is shown either by the bare infinitive e.g. *The shareholders demanded that he resign* or by *were* as in *If I were him, I would resign.*

Tense

The grammatical form of a verb which shows the time of the action, e.g. present or past.

Time marker

A phrase which shows when something happens, e.g. *last year*, *at the moment*, *next week*.

Transitive verb (see also **Intransitive verb**)

A main verb which takes a direct object, e.g. *We played golf last week.*

Verb ...ed

The verb form infinitive + *ed*, e.g. *helped*.

Verb ...ing

The verb form infinitive + *ing*, e.g. *helping*.

Voice

The grammatical category of either active or passive verb form.

Wh-question

A question beginning with *who*, *what*, *why* etc or with *how*.

Yes/no question

A question to which the answer must be yes or no, e.g. *Is your name Mary?*

UNIT

1

The Present Continuous

See also

Unit 2	The present simple
Unit 8	The future with will
Unit 9	The future with going to

A Sample sentences

- **The company is expanding its international distribution.**
- **At present we are recruiting for a senior management post.**
- **What is happening in the economy? It is just recovering from a two-year-long slowdown.**
- **He knows what you need to do when you are launching a new brand.**

B Form

The present continuous comprises two parts:
the present tense of **to be** + infinitive form of the verb ...*ing*

1 Positive form	2 Negative form	3 Interrogative form
I am /'m checking the figures.	I am not /'m not expecting a reply today.	Am I doing it correctly?
We/you/they are checking ...	We/you/they are not/aren't expecting ...	Are we/you/they doing ...?
He/she/it is /'s checking ...	He/she/it is not/isn't expecting ...	Is he/she/it doing ...?

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:
A: What are you doing?
B: I'm writing a business plan.
2. To indicate an activity around the time of speaking:
The group is setting up a new Hong Kong office.
3. To indicate the temporary nature of an activity:
Growth prospects are driving exchange rates at the moment.
(but this is not always the situation).
4. To indicate a fixed arrangement in the future:
We are discussing further expansion of the programme at next month's meeting.

Notes

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

international distribution 国际分销。recruit 招聘。slowdown 放缓。launch a new brand 推出一个新品牌。

TASKS

Exercise 1

Make six sentences based on the following options. You can make questions, too.

Time expression	Subject	Present continuous	Object
Now	I	am/is/are planning	with our R & D department
At the moment	we	am/is/are working	a new project
At present	our department	am/is/are designing	new solutions
Currently	they	am/is/are installing	a new network

Exercise 2

Read the following text. It contains five examples of the present continuous tense. Classify them according to different uses shown in the box below.

The department is presently undergoing (1) major reorganisation. We are reducing (2) the number of office staff and relocating (3) some personnel in other departments. This month we are also advertising (4) for two new senior management posts. Our present director is leaving (5) at the end of the year.

activity at or around
the time of speaking

temporary activity
in the present

fixed arrangement
in the future

Exercise 3

Read the following dialogue.

Michael: What are you doing now, John?

John: I'm finishing preparations for our meeting tomorrow morning.

Michael: Is Patrizia coming?

John: Yes, she's arriving this evening.

Michael: Oh good. What are you doing this evening?

John: Nothing.

Michael: Well, I'm meeting Felix, to discuss the trip to Japan next week.
Could you join us?

John: Er, no, I don't think so ...

Complete the following sentences:

- Now John is _____.
- Tomorrow morning, Michael, John and Patrizia _____.
- Tonight Michael _____.
- Tonight John isn't _____.
- Next week they _____.

Transfer

What are you doing now?

What are you doing tomorrow?

Think of a friend or colleague. What is he/she doing now?

Where are you going on Tuesday next week?

Are you working on any special project at the moment?

undergoing 经历。reorganisation 重组。relocate 重新安置。

UNIT

2

The Present Simple

See also

Unit 1	The present continuous (see C4)
Unit 8	The future with will
Unit 9	The future with going to
Unit 54	Expressions of frequency

A Sample sentences

- **Every research report contains a projected income statement.**
- **We usually raise money by issuing new shares. How does your company raise money?**
- **Due to rounding, some of these figures do not add up to 100 per cent.**
- **The meeting starts in another 10 minutes.**

B Form

The present simple comprises:

one part in the positive, i.e. infinitive form of the verb(s)

two parts in the negative and interrogative, i.e. **do/does** + infinitive form of the verb

1 Positive form	2 Negative form	3 Interrogative form
I work in different departments.	I don't produce a monthly report.	Do I need more information?
We/you/they work ...	We/you/they don't produce ...	Do we/you/they need ...?
He/she/it works ...	He/she/it doesn't produce ...	Does he/she/it need ...?

C Uses

We use the present simple to talk about:

- characteristic or typical activities
- situations which are permanent
- fixed schedules in the future

1. To indicate a general or permanent activity:

The company manufactures hair-care and cosmetics products.

2. To describe a truth or current belief:

Products develop to meet changes in the market.

3. To describe how often an activity is done:

How often do buyers visit the factory? They usually visit every six months.

4. To indicate a fixed schedule in the future:

When does my subscription commence? It commences at the beginning of next month.

5. With non-continuous verbs:

The prospectus contains information on the company's previous performance.

[not: is containing]

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

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

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:

always usually often sometimes rarely/seldom hardly ever never

4. Note the position of indefinite frequency markers:

Absenteeism usually increases before Christmas. (before the verb)

Usually absenteeism increases before Christmas. (at the beginning of the sentence)

Absenteeism is usually up before Christmas. (after the verb **to be**)

research report 研究报告。income statement 收益表，损益表。raise money 筹钱。issue new shares 发行新股。due to rounding 由于四舍五入关系。

TASKS

Exercise 1

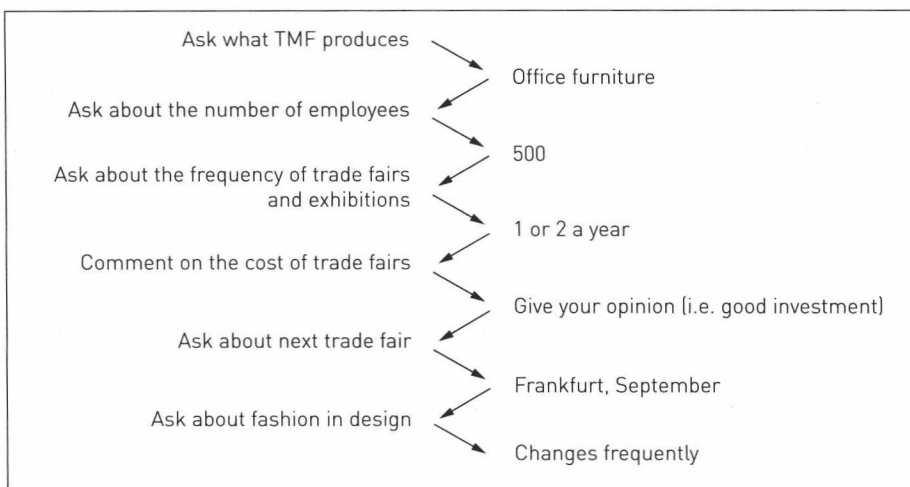
Complete the following text with the correct form of a verb from the list in the box.

employ use supply work develop

Softcraft produces computer software for business applications. The company _____ programs for general business applications. In addition, Softcraft _____ customised software for individual requirements. Softcraft _____ 85 people. About 40 of these _____ in programme development. The company also _____ external consultants.

Exercise 2

Write sentences to complete a dialogue based on the flow chart below.



Exercise 3

Use a frequency adverb from the list below to make sentences using the given prompts.

always
often
rarely

frequently
sometimes
hardly ever

usually
occasionally
never

1. We/provide/good service
2. I/have/face-to-face meetings/new customers
3. Our company/employ/external consultants
4. I/be/busy in summer
5. He/have/meetings/in the morning
6. I/see/the Senior Vice-President
7. We/write/reports

Transfer

1. Read the following text.

Our company produces electronic components for washing machines. We are based in Singapore and we have subsidiaries in Korea, Malaysia and Japan. We sell our products throughout Europe and our biggest customers are in Europe. At present we are setting up a new distribution centre in France. Our department is working on the design plans and at the moment I am studying different plant layouts.

2. Use the model above to write a similar description of your own company and your present activities, or a company you know well.

external consultant 外部咨询者。trade fair 交易会。Frankfurt 法兰克福（德国）。fashion in design 设计风格。electronic component 电子器件。washing machine 洗衣机。subsidiary 分支机构。

A Sample sentences

- When the tax laws changed, limited partnerships became bad investments.
- Last year, we installed a new \$3-million computer system.
- How did you hear about the merger? – I received an email from a colleague yesterday.
- During the recovery, British firms didn't need to invest as quickly.

B Form

The past simple comprises:

one part in the positive, i.e. past tense form of the verb

two parts in the negative and interrogative, i.e. **did** + infinitive form of the verb

1 Positive form	2 Negative form	3 Interrogative form
Last year I/you/he/she/it/we/they worked in personnel.	At that time I/you/he/she/it/we/they didn't know the forecast.	Did I/you/he/she/it/we/they fill in the form correctly?

C Uses

We use the past simple to talk about activities in the past.

1. To indicate an activity at a specific time in the past:
The French government heard about the deal in January.
2. To ask when an activity happened:
When did you retire?

Notes

1. Once we have explicitly mentioned a specific time in the past, all the following activities are understood to happen within that time frame, i.e. in the past:
Last year, we introduced the new products with a print advertising campaign. The agency came up with multi-page ads that successfully promoted the products. There were no television commercials.
2. Typical past time markers include:

<i>yesterday</i>	<i>on + day/date, e.g. on Monday, on 21 January</i>
<i>ago</i>	<i>in + month/year, e.g. in July, in 1983</i>
<i>last</i>	<i>at that time</i>
3. **Already** and **recently**
In American English **already** is used with the past simple:
We already appointed a committee to oversee his decision.
In British English the present perfect is used (see Unit 5).
Recently is used with both the past simple and the present perfect:
I talked to our bank manager recently. (at a specific time in the recent past)
I haven't needed to talk to our bank manager recently. (in a period of time from the recent past till today)

TASKS

Exercise 1

Complete the following paragraph with a correct form of the verb in brackets.

On Monday Diano S.p.A. _____ (report) increased profits for the year. Exports _____ (climb) by 20 per cent last year but domestic sales _____ (fall) by 5 per cent. Two months ago the company _____ (set up) new sales offices in France and Singapore. On the Milan Stock Exchange yesterday the company's share price _____ (rise) by 0.15 euros to €1.11.

Exercise 2

A journalist interviews a company director about a joint venture with Fallon Inc., an American company. Complete the sentences with an appropriate form of the verb given in brackets.

J: When _____ (begin) negotiations?

D: We _____ (start) three months ago.

J: And you reached agreement this morning?

D: That's right.

J: Was the original idea yours or Fallon's?

D: At first we _____ (approach) Fallon and we _____ (put forward) some outline proposals.

J: _____ (have) any major problems?

D: No, as you know, we _____ (meet) many times and we _____ (reach) agreement today.

Exercise 3

Look at the following chart which shows the history of a joint venture between two companies. Write a short paragraph which explains the main events.



Transfer

Write six sentences describing either:

- the history of a project you know well
- your educational and/or professional background.

Milan Stock Exchange 米兰股票交易所。joint venture 合资企业。put forward 提出。outline proposal 大纲提案。prototype 原型。