

Business Vocabulary in Use

Elementary

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Introduction

Who is this book for?

Business Vocabulary in Use Elementary is in the same series as *Business Vocabulary in Use Intermediate* and *Advanced*. It is designed to help you to learn basic business vocabulary. It also helps you to learn the language of business communication for social situations, telephone calls, business writing, presentations, and meetings.

The book is for people who are studying English before they start work, and for people already working who need English for their job.

You can use the book on your own for self-study, or with a teacher in the classroom.

What is in the book?

In the book there are 49 two-page units.

The first three units are **learner training** units. They give you ideas on the best ways to learn. They explain the instructions used in the book, how to do the exercises, how to learn vocabulary and how to use dictionaries. It is a good idea to do these units first to help you use the rest of the book in the best way.

There are then two units about how to use **numbers**.

After that, there are 28 **subject units** with key vocabulary for different business subjects, and 16 units with **business communication** language. These help you with the **skills** you need in business, for example in presentations and meetings.

The new words and expressions for you to learn in each unit are in **bold**. They are explained in different ways, for example with a sentence showing you how to use them, or with pictures. Sometimes there is a '=' symbol, followed by some words to explain the new language.

You can use the **contents** pages at the beginning of the book to find the subject or skill that you want to study.

There is an **answer key** at the back of the book. Most of the exercises have questions with only one correct answer. But in some of the exercises, including the **Over to you** activities at the end of each unit (see below), you write and/or talk about yourself and your own organization. So the answers in the key for these sections are examples, to compare with your own answers.

There is also an **index**. This is a list of the new words and expressions in the book and the unit numbers where they appear. The index also tells you how to say the words and expressions.

The left-hand page

This page shows the new words and expressions for each subject or skills area. Each page has a number of sections with the letters A, B, C (and sometimes D), and short titles.

On the left-hand page there is:

- information about the meanings of the words and expressions.
- information about word combinations - words that are often used together.
- notes on language points such as the differences between British and American English.
- notes to tell you where you can find more information in other units.

The right-hand page

The exercises on the right-hand page give you practice in using the new words and expressions shown on the left-hand page. There are different types of exercise for this. Sometimes the exercise asks you to write sentences, or to write words to finish sentences. Some units contain tables or diagrams to complete, or crosswords.

'Over to you' activities

An important part of *Business Vocabulary in Use Elementary* is the **Over to you** activity at the end of each unit. The **Over to you** activities give you the chance to practise the words and expressions from the unit in a way that is useful in your own job or studies.

Self-study learners can do this section as a written activity.

In the classroom, the teacher can use the **Over to you** exercises for discussion with the whole class, or in small groups. After the discussion the teacher can ask learners to look again at the words and expressions that have caused difficulty. Learners can then do the **Over to you** exercise as a written activity, for example as homework.

How to use the book for self-study

Find the subject or word that you are looking for in the contents page or the index. Read the information on the left-hand page of the unit. Do the exercises on the right-hand page. Check your answers in the key. If you have made mistakes, go back and look at the unit again. Note down important words and expressions in your notebook.

How to use the book in the classroom

Teachers can choose units that relate to learners' needs or interests, for example areas they have covered in course books, or that have come up in other activities. Alternatively, lessons can contain a regular vocabulary slot, where learners look at the vocabulary of particular subject or skills areas.

Learners can work on the units individually or in pairs or groups, with the teacher going round the class assisting and advising. Teachers should get learners to think about the logical process of the exercises, pointing out why one answer is possible and the others are not.

We hope you enjoy using this book.

Talking about language

A

Grammar words used in this book

Grammar word	Meaning	Example
noun	a person or thing	<i>director, job</i>
singular	one person or thing	<i>executive, office</i>
plural	more than one person or thing	<i>executives, offices</i>
adjective	describes a person or thing	<i>friendly, heavy</i>
adverb	describes a verb: how something is done	<i>usually, often</i>
preposition	used before a noun or pronoun	<i>in, on, with, for</i>
verb	something that a person or thing does – often an action	<i>work, make</i>
base form (= infinitive)	the first form of the verb, used with 'to'	<i>to make</i> <i>It's easy to make a mistake.</i>
second form (= past simple)	the verb form that you use to talk about the past	<i>She went to school in Liverpool.</i>
third form (= past participle)	the verb form that you use in the present perfect tense, and in passives	<i>I've learnt a lot in this job.</i> <i>It was developed by IBM.</i>
question	a set of words to ask for information	<i>Where does she work?</i>
answer	a reply to a question	<i>She works in an office.</i>
phrase	a group of words, not a complete sentence	<i>an interesting job</i>
sentence	a complete idea. In writing, it starts with a capital letter and ends with a full stop.	<i>He is very good with computers.</i>
expression	a word or group of words used in a special situation	<i>I'll put you through.</i>

To learn more about verbs, see pages 107–113.

B

Understanding notes in this book

vowels = the letters *a, e, i, o, and u*

AmE = American English

consonants = all other letters

formal = for public or official use

BrE = British English

informal = not official; used with friends or colleagues

C

Understanding instructions in this book

Complete the table. = Fill in the spaces in the table with information. (For example, exercise 27.1)

Complete the sentences. = Write the missing words. (For example, exercise 5.1)

Match the two parts of the sentences. = Join the two parts to make a whole sentence. (For example, exercise 18.2)

True or false? = Is this right or wrong? (For example, exercise 9.1)

Choose the correct word to complete each sentence. = Choose the right word to use in the sentence. (For example, exercise 24.2)

Look at A/B/C opposite to help you. = Look at section A/B/C to find the information that you need to do the exercise. (For example, exercise 4.3)

Put the sentences into the correct order. = Say which sentence is first, which is second, etc. (For example, exercise 43.3)

- 1.1 Write the grammar words in A opposite in your language.
- 1.2 Look at B opposite. Write the instructions in your own language.
- 1.3 Write the words in the box in the correct column in the table.

big	expensive	helpful	job	learn	long
lose	money	old	salary	sales	sell

Noun	Verb	Adjective
job		

- 1.4 Are these phrases, sentences, or questions? Look at A opposite to help you.

- Do you get the train to work? *question*
- on the bus
- He went to school in London.
- good with computers
- I'm an architect.
- a part-time job

- 1.5 True or false? Look at A opposite to help you.

- The plural of 'office' is 'offices'. *True*
- 'was' and 'were' are the past forms of 'be'.
- 'on' is a preposition.
- 'cheap' is an adverb.
- 'sometimes' is an adverb.
- 'Can we meet on Monday?' is a phrase.

- 1.6 Follow these instructions.

- Complete the sentence.
I live Paris.
- Complete the table. Look at page 112 to help you.

Base form (infinitive)	Second form (past simple)
be	was/were
become	
	came

- 3 Match the two parts of the sentences. Look at A opposite to help you.

- A noun is a word *a* that describes a verb.
- An adverb is a word *b* that describes a person or thing.
- An adjective is a word *c* for a person or a thing.

- 4 Choose the correct word to complete each sentence. Look at A, B and C opposite to help you.

- The (base/second) form is the infinitive of the verb.
- You use the (first/second) form of the verb to talk about the past.
- You use the (singular/plural) when you talk about more than one person or thing.
- A (question/sentence) is a set of words used to ask for information.
- A (phrase/expression) is a set of words that is not a complete sentence.

To help you remember vocabulary, keep a vocabulary notebook. Write the words that you learn from this book in it.

A

Word combinations

You **do exercises** in this book. Sometimes, you **make mistakes**.

Words used together are **word combinations**. To help you remember word combinations, write in your vocabulary book: **do an exercise** and **make a mistake**.

Word combinations show you which words can go in front of another word, and which words can go after it. More examples of word combinations:

verb + preposition: I **work in** the sales department. (Unit 43)

noun + noun: **company car**, **company restaurant**, **company pension** (Unit 25)

verb + noun:

arrange miss cancel	a meeting
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B

Learn words in families

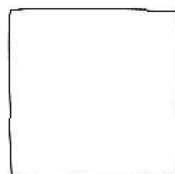
The units are organized to help you learn words and phrases in families.

Word family	Some words in the family		
describing a product	light	fast	easy to use
describing a service	friendly	reliable	helpful

C

Pictures and diagrams

Draw pictures to help you remember words.



square



rectangle



coin



note

Draw diagrams like this one. Put more words in the diagrams as you learn them.

