

# Business PLUS

Preparing for the workplace

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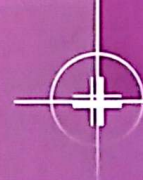
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Student's Book **2**

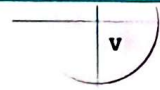
# Plan of the book

	Business situation	Grammar focus	Listening and speaking	Vocabulary focus
<b>Before you begin</b> Page viii				
<b>Unit 1</b>				
<b>Welcome to our company</b>  Pages 1–8	A visitor	1 Review of present tenses 2 <i>Wh-</i> questions	1 Commuting in Jakarta 2 Talking about the ideal workplace	1 Welcoming a visitor 2 Describing people, places, and things
<b>Unit 2</b>				
<b>Business communication</b>  Pages 9–16	Videoconferences	1 Verb + <i>-ing</i> after prepositions 2 Past tense of <i>can, must, have to</i>	Communicating at work Talking about communicating outside work	Computers and the Internet
<b>TOEIC® practice</b> Pages 17–18				
<b>Unit 3</b>				
<b>Products and services</b>  Pages 19–26	Describing products	1 Review of past simple 2 The passive	1 Describing services 2 Talking about how to learn a foreign language	1 Adjectives to describe products and services 2 ASEAN: countries, languages, and people
<b>Unit 4</b>				
<b>Targeting the customer</b>  Pages 27–34	Advertising	1 First conditional 2 Adverbs of manner	1 Radio commercials 2 Talking about advertising	1 Advertising words 2 Easily confused words (1)
<b>TOEIC® practice</b> Pages 35–36				
<b>Unit 5</b>				
<b>Achievements</b>  Pages 37–44	Presenting facts and figures	1 Present perfect 2 <i>Since</i> and <i>for</i>	1 Personal achievements 2 Talking about successful people	1 Graphs and charts 2 Presenting information





Reading	Culture focus	Business writing	Learning outcomes
			<b>Students can . . .</b>
An unusual workplace	The right time		<ul style="list-style-type: none"><li>▪ welcome a visitor in a business situation.</li><li>▪ use the present tenses.</li><li>▪ ask questions with <i>wh-</i> words.</li><li>▪ understand a conversation about commuting.</li><li>▪ talk about the ideal workplace.</li><li>▪ ask people to describe things.</li><li>▪ understand a text about working on an oil rig.</li><li>▪ understand different attitudes to time and punctuality.</li></ul>
Skype is here to stay		Messages	<ul style="list-style-type: none"><li>▪ understand a conversation about videoconferences.</li><li>▪ use the <i>-ing</i> form of the verb after prepositions.</li><li>▪ use modal verbs in the past and to give advice.</li><li>▪ talk about communicating at work and outside work.</li><li>▪ talk about computers and the Internet.</li><li>▪ understand a text about Skype.</li><li>▪ write telephone and text messages.</li></ul>
Wearable technology	Stereotypes		<ul style="list-style-type: none"><li>▪ understand someone describing a product.</li><li>▪ talk and ask questions using the past simple.</li><li>▪ understand and use the passive.</li><li>▪ understand a conversation about products and services.</li><li>▪ talk about how to learn a foreign language.</li><li>▪ use different adjectives to describe products and services.</li><li>▪ understand the names of ASEAN countries, languages, and people.</li><li>▪ understand a text about wearable technology.</li><li>▪ discuss stereotypes.</li></ul>
An advertising trend		Formal and informal language in emails	<ul style="list-style-type: none"><li>▪ understand a conversation about advertising.</li><li>▪ understand and use the first conditional.</li><li>▪ use adverbs of manner to talk about how they do things.</li><li>▪ understand commercials and talk about advertising.</li><li>▪ understand and use advertising words.</li><li>▪ use some easily confused words correctly.</li><li>▪ understand a text about an advertising trend.</li><li>▪ recognize formal and informal language in emails.</li></ul>
Successful Asian businesspeople	Hand signals		<ul style="list-style-type: none"><li>▪ understand a presentation of sales figures.</li><li>▪ use the present perfect with <i>for</i> and <i>since</i>.</li><li>▪ understand and talk about successful people.</li><li>▪ describe graphs and charts.</li><li>▪ open and close a presentation and use connecting words.</li><li>▪ understand a text about successful Asian businesspeople.</li><li>▪ understand typical hand signals.</li></ul>





# Plan of the book

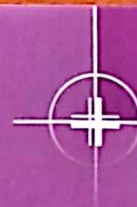
	Business situation	Grammar focus	Listening and speaking	Vocabulary focus
<b>Unit 6</b>				
<b>How would you like to pay?</b>  <i>Pages 45–52</i>	Banks and their services	1 Verb + object + <i>to do</i> 2 Defining relative clauses	1 A company and its money 2 Role play situations in a bank.	1 Dealing with money 2 Foreign currencies
<b>TOEIC® practice</b> <i>Pages 53–54</i>				
<b>Unit 7</b>				
<b>Future trends</b>  <i>Pages 55–62</i>	Top jobs for the future	<i>Will and going to future</i>	1 The future of education? 2 Talking about future trends	1 Work and jobs 2 College and university
<b>Unit 8</b>				
<b>When things go wrong</b>  <i>Pages 63–70</i>	Dealing with a complaint	1 Second conditional 2 Adverbs that modify adjectives	1 Making complaints 2 Talking about making complaints	1 Complaints and apologies 2 Easily confused words (2)
<b>TOEIC® practice</b> <i>Pages 71–72</i>				
<b>Unit 9</b>				
<b>Socializing</b>  <i>Pages 73–80</i>	Networking	1 Reflexive pronouns and <i>each other</i> 2 Present perfect with <i>ever, yet, already</i>	1 Planning a social program 2 Talking about a social program for visitors to your company	1 Phrasal verbs 2 Polite phrases for socializing
<b>Unit 10</b>				
<b>Next on the agenda</b>  <i>Pages 81–88</i>	Organizing a meeting	1 <i>May</i> and <i>might</i> 2 Grammar quiz	1 Meeting styles 2 Talking about organizing a meeting	1 Prefixes 2 Vocabulary quiz
<b>TOEIC® practice</b> <i>Pages 89–90</i>				

**Partner files** *Pages 91–94*

**Irregular verbs** *Page 95*

**Transcripts** *Pages 96–115*





Reading	Culture focus	Business writing	Learning outcomes
Group buying		Report on a sales trip	<p><b>Students can . . .</b></p> <ul style="list-style-type: none"><li>▪ understand conversations in a bank.</li><li>▪ use verbs + object + <i>to do</i>.</li><li>▪ use defining relative clauses.</li><li>▪ understand an interview about a company and its money.</li><li>▪ role-play situations in a bank.</li><li>▪ use different words to talk about money.</li><li>▪ talk about different currencies.</li><li>▪ understand an article about group buying.</li><li>▪ write a short sales report.</li></ul>
Tomorrow's cities	Names and titles		<ul style="list-style-type: none"><li>▪ understand people talking about their future careers.</li><li>▪ use <i>will</i> and <i>going to</i> to talk about the future.</li><li>▪ understand and talk about future trends in education.</li><li>▪ use words for different jobs.</li><li>▪ talk about college and university.</li><li>▪ understand an article about a city of the future.</li><li>▪ use names and titles in business in different countries.</li></ul>
Solving problems with a smile		Responding to a complaint	<ul style="list-style-type: none"><li>▪ understand a complaint and an apology.</li><li>▪ understand and use second conditional.</li><li>▪ use adverbs that modify adjectives.</li><li>▪ understand a conversation and talk about making complaints.</li><li>▪ deal with complaints.</li><li>▪ use easily confused words correctly.</li><li>▪ understand a text about strange complaints in a hotel.</li><li>▪ reply to a complaint email.</li></ul>
Social or antisocial networks?	Gift taboos in Asia		<ul style="list-style-type: none"><li>▪ introduce themselves and make business contacts.</li><li>▪ use reflexive pronouns and <i>each other</i>.</li><li>▪ use the present perfect with <i>ever</i>, <i>yet</i>, and <i>already</i>.</li><li>▪ plan a social program for visitors to a company.</li><li>▪ use phrasal verbs.</li><li>▪ use polite phrases for socializing.</li><li>▪ understand a text about communication technology.</li><li>▪ understand and talk about gift taboos in Asian countries.</li></ul>
Meetings etiquette in Japan		Writing an agenda	<ul style="list-style-type: none"><li>▪ understand plans for a meeting.</li><li>▪ use <i>may</i>, <i>might</i> and <i>maybe</i>.</li><li>▪ understand about meeting styles.</li><li>▪ organize a meeting.</li><li>▪ use prefixes to make opposites.</li><li>▪ understand an article about etiquette at meetings.</li><li>▪ write an agenda for a meeting.</li></ul>