

Business English Advanced Practice Online

This is a business, advanced level course. You will find a collection of exercises and activities to give you practice of grammar, vocabulary, listening, reading and writing. There are 4 units, each with 5 syllabus items.

UNIT 1

0 Business communication: Meetings

Description

This syllabus item provides practice of the kind of language we use to make meeting arrangements and give our opinion of meetings. It also provides practice of the language we use to write memos.

Title

Syllabus components

Vocabulary

Practising words associated with meetings and agendas.

Meeting memo

Grammar

Points for the agenda

Pronunciation

Writing

Listening

Listening to a manager telling his assistant about a memo he wants her to write.

Reading

Reading a memo about a meeting.

1 Business communication: Presentations

This syllabus item provides practice of the kind of language we use to give presentations and to give advice on how to give them. It also provides practice of the language we use to talk about the history of a company.

Syllabus component description

Syllabus components

Writing

Presentation training

Listening

Listening to a training session about giving presentations. Listening to part of a presentation about a manufacturer.

Presentation introduction

Reading

A presentation

Vocabulary

Grammar

Practising the use of modals in the introduction to a presentation.

Pronunciation

2 Business communication: Conferences

This syllabus item provides practice of the kind of language we use to give our opinion of conferences. It also provides practice of the language we use to write a report on a conference we attended.

Syllabus component description

Syllabus components

Pronunciation

What was the conference like?

Vocabulary

Conference report

Writing

Listening

Listening to a description of a conference. Listening to a woman talking about a report she is going to write about a conference she attended.

Reading

Reading a report on a conference.

Grammar

3 Business communication: Informal messages

This syllabus item provides practice of the kind of language we use to talk on the phone and leave messages. It also provides practice of the language we use to discuss emails and reports that need writing and to make requests to change arrangements.

Syllabus component description

Syllabus components

Writing

On the phone

Vocabulary

Phone extracts

Listening

Listening to ten different extracts from phone calls. Email messages between colleagues. Listening to ten different phone messages. Listening to a manager asking her assistant to write an email for her. Listening to two colleagues discussing what to write in a report.

Pronunciation		Write an email for me
Reading	Reading an email describing the progress of a training project.	What shall we write about?
Grammar	Practising the position of 'already', 'yet' and 'just' in email messages between colleagues. Practising phrases used for making requests informally, particularly when the answer is likely to be 'no'.	Changing arrangements

4 Business communication: Formal messages This syllabus item provides practice of the kind of language we use in legal letters. It also provides practice of the language we use in formal letters responding to complaints and in official notices.

Syllabus components

Syllabus component description

Writing		Legal letters
Reading	Reading an official notice about company security.	Legal department letters
Listening		Responses to complaints
Pronunciation		Company security
Grammar	Practising the use of the infinitive or the '-ing' form after certain verbs in sentences taken from legal letters. Practising variations on the first, second and third conditionals in sentences taken from letters responding to complaints. Practising inversions in an official notice about a company's security rules.	
Vocabulary	Practising vocabulary connected with legal matters in business.	

UNIT 2

5 Away from work: Business hospitality

Description

Title

This syllabus item provides practice of the kind of language we use to talk about making arrangements for visitors to our company. It also provides practice of the language we use to talk about facilities and services available for business hospitality.

Syllabus component description

Syllabus components

Writing		Entertaining company visitors
Grammar		What's on offer?
Pronunciation		Hospitality services
Vocabulary		
Listening	Listening to a manager explaining what needs to be organized as entertainment for a group of visitors to the company. Listening to part of a presentation about the facilities available for business hospitality. Listening to the tourism officer from the local government talking about services for corporate hospitality.	
Reading		

6 Away from work: Cross-cultural business

This syllabus item provides practice of the kind of language we use to socialize with business visitors. It also provides practice of the language we use to give tips on socializing and using English when travelling on business trips.

Syllabus component description

Syllabus components

Vocabulary		Language needs
Listening	Listening to different people talking about using English when travelling on business. Listening to different people talking about socializing and business.	The social side of business
Grammar	Practising the use of negative question forms for beginning a conversation.	Conversation openers
Writing		Social arrangements
Pronunciation	Identifying informal and very informal responses.	
Reading		

7	Away from work: Travel experiences	This syllabus item provides practice of the kind of language we use to give our opinion of travel and talk about travel experiences. It also provides practice of making comparisons, passive '-ing' forms and verbs followed by gerunds or infinitives.
	Syllabus components	Syllabus component description
	Listening	Listening to different people talking about travel. Travel comments
	Reading	Reading a text about air travel. Reading a text about Travelling light going through customs. Reading a text about a couple's experience of flying.
	Grammar	Practising comparatives and superlatives in a text about air travel. Practising passive '-ing' forms in a text about going through customs. Practising verbs followed by the gerund or the infinitive in a text about a couple's experience of flying. A bad experience at the airport
	Writing	At the airport
	Pronunciation	Distinguishing between formal and informal requests. Practising word stress in sentences in which speakers express strong opinions and feelings. Fear of flying
	Vocabulary	A trip abroad
8	Away from work: Places around the world	This syllabus item provides practice of the kind of language we use to describe places and give advice to visitors. It also provides practice of passive infinitives, connectors and the present subjunctive.
	Syllabus components	Syllabus component description
	Vocabulary	Bus tour of London
	Grammar	Practising the connectors 'unless', 'as long as', 'in case' and 'although' in sentences giving advice to a London tourist. Practising passive infinitives in an advertisement for a Caribbean holiday. Practising the present subjunctive after reporting verbs, adjectives and nouns. City quiz
	Pronunciation	Identifying stressed words in sentences giving advice on European travel. Win a luxury Caribbean holiday!
	Writing	A visit to London
	Reading	Reading an advertisement for a Caribbean holiday. Emilio's trip to England
	Listening	Listening to a tour guide on a bus in London talking about different sights. Listening to a radio programme about a quiz on cities around the world. European travel
9	Away from work: Cultures around the world	This syllabus item provides practice of the kind of language we use to talk about different cultures around the world. It also provides practice of the language we use to describe restaurants and regional food.
	Syllabus components	Syllabus component description
	Reading	Reading a text about restaurants in Sydney. Visiting external websites to read about regional food in the USA. Language and culture
	Grammar	Practising concession clauses in a text about restaurants in Sydney. Lucky charms
	Writing	Food in the Harbour City
	Pronunciation	Food around the USA
	Vocabulary	
	Listening	Listening to a TV interview about language and culture. Listening to a conversation about lucky charms in different countries.

UNIT 3

10 Companies: Management

Description

This syllabus item provides practice of the kind of language we use to talk about managing a company and managing staff. It also provides practice of the use of reported speech with infinitives and '-ing' forms and of the linking phrase 'as if/as though'.

Title

Syllabus components

Writing

Writing a training session handout on the topic of performance management and looking at a model answer and comments.

Consultant's report on management

Pronunciation

Distinguishing between formal and informal statements extracted from a speech given by a manager to his employees.

Chief Executive faces the press

Vocabulary

Practising words and phrases used for talking about ways of managing companies and organizations.

Progress report

Reading

Reading a consultant's report on management. Reading a newspaper article about an interview with the head of a company. Reading a memo on a meeting about company spending.

To spend or not to spend

Listening

Listening to two colleagues discussing a meeting about their company's spending.

Manager's motivational speech

Grammar

Practising reported speech with infinitives and '-ing' forms in a newspaper article about an interview with the head of a company. Practising the use of the linking phrase 'as if/as though' for describing impressions.

Getting the best out of people

11 Companies: Marketing and advertising

This syllabus item provides practice of the kind of language we use to discuss different advertising and marketing techniques.

Syllabus component description

Syllabus components

Grammar

Selling points

Pronunciation

Advertising and marketing methods

Writing

Writing a website feature about marketing techniques and looking at a model answer and comments.

Advertising

Vocabulary

Practising words and phrases in common use in the world of advertising and marketing.

Marketing techniques

Listening

Listening to a colleague explaining the focus of an advertising campaign. Listening to a marketing executive and a headteacher talking about children and advertising.

Reading

12 Companies: Doing well

This syllabus item provides practice of the kind of language we use to describe companies and their performance. It provides practice of the language we use to describe successful businesses.

Syllabus component description

Syllabus components

Vocabulary

Practising a range of useful business words in an article about an unusual business.

Recycling computers

Pronunciation

Company update

Grammar

A business report

Writing

The schoolgirl millionaire

Listening

Listening to a description of a company. Listening to a business report about a Swiss watchmaker. Listening to an interview with a schoolgirl who has her own successful company.

Reading

Reading an article about a company that recycles computers.

13	Companies: Doing badly	This syllabus item provides practice of the kind of language we use to describe companies and their performance. It provides practice of the language we use to describe companies that are going out of business.	
	Syllabus components	Syllabus component description	
	Listening		Crisis meeting minutes
	Grammar	Practising phrasal verbs in extracts from the minutes of a meeting about a company's terrible situation. Practising reported speech in a report on an emergency meeting. Practising the use of structures after verbs like 'advise', 'recommend' and 'offer' to make suggestions.	An emergency meeting
	Vocabulary	Practising words and phrases used for describing statistics in business. Practising words and phrases connected with money in business.	Meeting minutes
	Reading	Reading an extract from a Chief Executive's annual report on company performance. Reading a report on a company that went out of business.	Annual report
	Writing		Money troubles
	Pronunciation	Practising connected speech in a conversation about the situation in a company.	Problems with a company
14	Companies: Business news	This syllabus item provides practice of the kind of language we use in business reports. It also provides practice of the language we use to talk about international trade and important issues such as sustainability and ethical investment.	
	Syllabus components	Syllabus component description	
	Vocabulary	Practising words associated with how well companies are performing. Practising collocations that are widely used in business. Practising words and phrases often used in connection with different kinds of international trade.	Business news
	Pronunciation		Business headlines
	Grammar	Understanding phrasal verbs used in headlines for business reports in a newspaper.	Business news extracts
	Reading		International trade
	Writing	Writing a report about sustainability and looking at a model answer and comments. Writing an assignment about ethical investment and looking at a model answer and comments.	Selling the case for sustainability
	Listening		Put your money where your heart is
UNIT 4		Description	Title
15	People: Job interviews	This syllabus item provides practice of the kind of language we use to describe our skills and qualifications and to talk about job interviews. It also provides practice of appropriate language for letters of application.	
	Syllabus components	Syllabus component description	
	Grammar	Practising the correct position of 'also', 'too' and 'as well' in sentences taken from letters of application.	Personal details
	Reading		Your first interview
	Writing		Job interviews
	Pronunciation	Listening to people talking about job interviews and practising connected speech	Job candidates
	Vocabulary		
	Listening	Listening to a speaker giving advice about job interviews to a group of college students. Listening to ten people talking about job interviews that they have recently conducted.	
16	People: Training	This syllabus item provides practice of the kind of language we use to talk about training needs and arrangements. It also provides practice of phrasal verbs.	
	Syllabus components	Syllabus component description	
	Pronunciation		Training points
	Listening	Listening to different people talking about training. Listening to part of a meeting about the training needs of a company.	Training needs meeting

	Writing		Seminar titles
	Reading	Reading a memo about changes to a company's training arrangements.	New training
	Vocabulary	Practising words and phrases connected with training in a memo about new training arrangements.	
	Grammar	Practising phrasal verbs used in titles of seminars being held at a business college.	
17	People: Appraisal		
	Syllabus components	This syllabus item provides practice of the kind of language we use to discuss performance at work. It also provides practice of the language we use in an appraisal report.	
		Syllabus component description	
	Pronunciation		Appraisals
	Reading	Reading emails about an appraisal meeting. Reading an appraisal report.	About my appraisal ...
	Vocabulary	Practising words and phrases connected with how people perform in their jobs in a report by a manager on an appraisal meeting.	Appraisal
	Listening		
	Grammar	Practising words and phrases used for linking parts of a sentence in extracts from reports on employees written by their managers. Practising phrasal verbs in emails exchanged between work colleagues.	
	Writing		
18	People: Success at work		
	Syllabus components	This syllabus item provides practice of the kind of language we use to talk about improving performance and dealing with problems at work. It also provides practice of the use of phrasal verbs and 'had better' + infinitive without 'to'.	
		Syllabus component description	
	Pronunciation		Successful team leading
	Vocabulary	Practising words and phrases used to talk about topics for discussion in a meeting of a Human Resources department.	Advice on problems at work
	Reading	Reading a text about being a team leader at work.	HR meeting agenda
	Listening		
	Writing		
	Grammar	Practising phrasal verbs in a text about being a team leader at work. Practising the use of the structure 'had better' + infinitive without 'to' for giving advice about how to deal with problems that have arisen at work.	
19	People: Work and health		
	Syllabus components	This syllabus item provides practice of the kind of language we use to talk about the work-life balance and positive attitudes to work. It also provides practice of the use of the structure 'No matter what/where/when/etc'.	
		Syllabus component description	
	Pronunciation		Get the balance right
	Reading		Attitudes to work
	Vocabulary	Practising the use of 'No matter what/where/when/etc' in extracts from a text giving advice on attitudes and approaches to work and careers.	Are you sitting comfortably?
	Listening	Listening to a talk about the work-life balance.	
	Grammar		
	Writing	Writing guidelines for your company's staff about using their computers properly and looking at a model answer and comments.	