

# New International Business English

**Updated Edition**

**Communication skills  
in English for business purposes**

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## Workbook

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# Introduction

## What does the Workbook contain?

**Background information:** Information to help you to deal with the activities in the Student's Book for this unit.

**Functions:** Extra practice in using useful expressions presented in the Student's Book – some of these are Speaking exercises included on the Workbook recordings.

**Vocabulary:** Revision of vocabulary presented in the activities and texts in the Student's Book.

**Prepositions (in Units 5 to 15):** Exercises on prepositions and prepositional phrases.

**Word-building (in Units 5, 7, 9, 11, 13 and 15):** Exercises on using prefixes and suffixes to form compound words.

**Listening:** Practice in understanding interviews, broadcasts and discussions on business topics – there are also note-taking tasks based on recorded messages on the Workbook recordings.

**Writing:** Short writing tasks with model versions in the Answer Key.

**Reading:** Practice in understanding reading texts on business topics.


**Grammar review:** Revision of the main 'problem areas' of English grammar.

And at the back of the book:

**The Answer Key:** Answers or Suggested answers to the exercises and model versions of the Writing tasks.

**Transcripts:** Transcripts of the Listening exercises.

## What's on the Workbook recordings?

 The Workbook recordings contain the Listening exercises and Speaking exercises. Full instructions on what to do are given in the Workbook itself.

The Listening exercises usually consist of several tasks and you'll need to listen to the recording more than once. If you're using a cassette player with a counter, make sure you set it to ZERO at the start of each exercise, so that you can easily find the beginning again. The text of these recordings is included in the Transcripts at the back of the book – you should not look at these until AFTER you've tried doing the task and checked your answers in the Answer Key.

In the Speaking exercises you'll need to 'talk to the people in the recording', but there's usually no need to record your own voice. If you do want to record your own voice, you'll need to use a blank cassette. The Speaking exercises give practice in using useful functional expressions and they will help you to develop your fluency.

## How do I use the Workbook and the Answer Key?

The Background information sections are designed to give you more information about the theme of the unit. If you don't have much experience of the business world, you should study these sections before the class begins work on the unit.

The Vocabulary, Grammar review, Prepositions, Word-building, Listening and Reading exercises are related to the theme of the Student's Book unit, but not directly to any particular section in the unit.

The Functions exercises contain follow-up work on language points that are presented in the Student's Book. You'll usually find it easier to do these Workbook exercises after you've done the equivalent sections in the Student's Book.

The Answer Key contains answers to all the exercises. For some exercises, the answers we give are ‘Suggested answers’: this means that variations are often possible which are equally correct. If you don’t understand why some of your answers are wrong or different from the model answers given, you may need to ask your teacher about this.

If possible, try to refer to the Answer Key AFTER you’ve tried each exercise. You’ll find that you’ll learn better by looking at the answers later – and that the exercises are more enjoyable if you have to think hard about them.

With the Writing tasks, once you have compared your work with the model version in the Key, you may need to ask your teacher to look at your work and show you where you have made any mistakes in grammar, spelling or punctuation.

### Should I do *all* the exercises in the Workbook?

No. Your time is probably limited and certainly precious, so you’ll need to *select* which exercises to do in the Workbook. You’ll need to decide which of the exercises will be most useful and interesting for you, bearing in mind what you have done in class for each unit. If necessary, ask your teacher for advice on which exercises to do.

As a general rule, if you’ve found a particular language point *easy* in class, don’t do the equivalent exercise in the Workbook. If you find a particular skill *difficult*, you should spend time on developing this skill using the Workbook exercises – for example, if you find it hard to understand people speaking English at a natural speed, you should spend plenty of time doing the Listening exercises using the Workbook recordings.

### What else can I do on my own?

**Reading, listening and speaking:** As well as working through this Workbook, try to seek opportunities to read, listen to and speak English in other ways. Maybe subscribe to a weekly English-language newspaper or magazine, such as *The Economist*. If possible, listen to radio programmes in English, such as the BBC World Service or the Voice of America (VOA). If you have access to them, watch English-language satellite TV programmes, or go to the cinema or watch videos to see films in the original English version. Surf the World Wide Web. And, of course, take any opportunities of speaking English to people – visitors to your company or language institute, tourists, friends of friends, etc.

**Preparation for class work:** You can save time in class by preparing the sections in the Student’s Book which you’ll be doing in class – read them through and look up any unfamiliar words.

**After class:** You can help yourself to remember by reading through the sections you did in class again. Look back through the pages you’ve done and notice the words and phrases you’ve highlighted – this will help you to memorize and revise the vocabulary.

**Vocabulary:** Highlight new words in the Student’s Book, in the Workbook and in magazines or newspapers. Use a pocket-size notebook to write down new, useful vocabulary and expressions. Writing things down is a good way of helping yourself to memorize words and an easy way of finding them again later when you need to refresh your memory.

If you come across an unfamiliar word (like *precious* in the first line of the previous section – and not just ‘Business English words’), you should look it up in an English-to-English dictionary. Look carefully at the examples given in the dictionary, not just the definition, and – if you think it will be useful in future – write the word down in your vocabulary notebook.

We recommend that you invest in an English-to-English learner’s dictionary – ask your teacher to suggest a good one.

Good luck!

Leo Jones      Richard Alexander