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978-1-107-62848-9 – Business Benchmark Pre-intermediate to Intermediate

Norman Whitby

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Cambridge English

Business BENCHMARK

Pre-intermediate to Intermediate
BULATS and Business Preliminary

Personal Study Book
Norman Whitby

2nd Edition

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Author's note

To the student

This Personal Study Book provides you with two pages of extra exercises and activities for each unit of the Student's Book. The exercises and activities are designed to reinforce what you have studied and they cover vocabulary, grammar and reading. There is also a Writing supplement section after the units.

It is a good idea to do the work in each unit of the Personal Study Book after you have finished the corresponding unit in the Student's Book. This will help you to remember things you have studied. You will need to write your answers in your notebook. Do the exercises regularly while the things you have studied in the Student's Book are still fresh in your memory.

Check your answers by looking in the key on pages 70–79. If you are not sure why an answer in the key is correct, ask your teacher to explain. When you do the writing exercises, you can compare your answer with a sample answer in the key. If your teacher agrees, you can give him/her your answer to correct.

If you are preparing for the *Cambridge English: Business Preliminary* exam or the BULATS test, many of the exercises are designed to give you exam practice. The Personal Study Book also contains a 16-page Writing supplement, which covers a number of areas that students at your level often have difficulty with. These include: punctuation and spelling; linking words and expressions; writing in paragraphs; and organising your writing in a clear and logical manner. Take time to work through the Writing supplement methodically, doing all the tasks. Don't leave it till the end of your course. When you're not sure about what you have written, hand your writing in to your teacher and ask him/her to correct it and comment on it with you. The sooner you start work on it and the more you write, the sooner your writing will improve, giving you greater satisfaction and leading to higher grades in homework and exams.

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