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0521672082 - Business Start-Up 2 Workbook
Mark Ibbotson and Bryan Stephens
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Mark Ibbotson
Bryan Stephens

Business *START-UP* 2

Workbook



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Introduction

Welcome to *Business Start-up* Workbook 2.

There are 12 units in the Workbook to match the 12 units in the Student's Book.

The Workbook is designed for self-study. There is an answer key for the exercises and transcripts of the listening activities at the back of the book.

Reading and writing activities

There is a wide range of activities (puzzles, word searches, anagrams and other exercise types) to give you new and different practice of the grammar and vocabulary in the Student's Book. There's also the chance for you to practise writing emails, memos and other types of business correspondence. You can do the activities in the Workbook after you have finished the corresponding unit in the Student's Book.

Listening activities

There is a CD with listening and speaking exercises for each unit. All these activities are 'hands free'. This means, for example, that you can listen to them in the car, or on a personal CD player, without looking at the Workbook. Most of the speaking activities have an example to listen to first. There are pauses for you to speak, and afterwards you hear a model answer.

The CD-ROM

You can also use the CD on your computer as a CD-ROM. There are extra exercises for every lesson and more chances for you to practise the language that you are learning in class.