

Business Grammar Builder

If you need a grammar reference and practice book and you also want to improve your business English, then **Business Grammar Builder** is for you. Based on the real language of 21st century business, **Business Grammar Builder** helps you enrich your business vocabulary while methodically practising and improving your grammar.

This revised and updated edition of **Business Grammar Builder** contains:

- 50 grammar units which cover the most important structures and functions of business English
- An Audio CD to help you develop your language recognition and pronunciation skills
- 16 tests for you to check your progress
- A complete Answer key for all exercises and tests
- A guide to key grammar terms and a full, searchable grammar index

COMMON EUROPEAN FRAMEWORK

A1 | A2 | **B1 | B2** | C1 | C2



Macmillan English Dictionary



Business Grammar Builder

Intermediate to Upper-intermediate

Paul Emmerson



Paul Emmerson

Business Grammar Builder

SECOND EDITION

Intermediate to Upper-intermediate



includes audio CD

Contents

LIST OF GRAMMAR TERMS

8

VERB TENSES

1	Present time 1	present simple, present continuous, time expressions	10
2	Present time 2	present simple or continuous?, present continuous or present perfect continuous?, other uses of present tenses, state verbs	14
3	Past time 1	past simple, past continuous, time expressions	18
4	Past time 2	past perfect, past perfect continuous, time expressions, <i>used to/would</i> + infinitive	22
5	Connecting past and present 1	present perfect, time expressions, <i>been (to)</i> and <i>gone (to)</i>	26
6	Connecting past and present 2	past simple or present perfect?, present simple or present perfect?, present perfect continuous, time expressions, present perfect or present perfect continuous?	30
7	Future 1	<i>will, be going to</i> , present continuous, time expressions	34
8	Future 2	using <i>when/after/until</i> , etc., fixed timetables, future continuous, future perfect, <i>was going to</i> , other ways to talk about the future, future probability	38

PASSIVES

9	Passive 1	form, focus on important information, systems and processes, <i>by</i> , transitive and intransitive verbs	42
10	Passive 2	maintaining the focus, being formal and impersonal, passive + infinitive, verbs with two objects, <i>have something done, to be born</i>	46

MODALS AND RELATED VERBS

11	Modals, etc. 1	form, ability, past ability, <i>will</i>	50
12	Modals, etc. 2	obligation, no obligation, permission, prohibition, past forms, opinions and advice, past criticism	54
13	Modals, etc. 3	degrees of probability, certainty and deduction, expectation, uncertainty, probability in the past, 'possibility'	58
14	Modals, etc. 4	direct/indirect language, requests, requests with <i>mind</i> , permission, offers and invitations, suggestions	62

QUESTIONS

15	Questions 1	<i>yes/no</i> questions, question words, question phrases, question words as the subject, negative questions	66
16	Questions 2	indirect questions, prepositions in questions, <i>What is it for?/What was it like?</i> , question tags, reply questions	70

CONDITIONALS

17	Conditionals 1	conditions and results, zero conditional, first conditional, second conditional, <i>unless</i> , other modals	74
18	Conditionals 2	third conditional, conditional (possible past), conditionals without <i>if</i> , forms with <i>wish</i> , modal verbs in conditionals	78

VERBS FOLLOWED BY -ING OR INFINITIVE

19	Verb + -ing or infinitive 1	verb + <i>-ing</i> , verb + <i>to</i> + infinitive, verb + object + <i>to</i> + infinitive, <i>make</i> and <i>let</i> , verb + <i>that</i> clause	82
20	Verb + -ing or infinitive 2	verb + <i>-ing</i> or infinitive: change in meaning, verbs of perception, verb + <i>-ing</i> or infinitive: little change in meaning, forms	86

OTHER VERB CONSTRUCTIONS

21	Verbs and objects	transitive verbs, intransitive verbs, verbs with both transitive and intransitive forms, verb + two objects	90
22	Phrasal verbs 1	understanding phrasal verbs, separable phrasal verbs, inseparable phrasal verbs	94
23	Phrasal verbs 2	phrasal verb + preposition + object, phrasal verbs with two particles, particle meanings in phrasal verbs	98
24	The -ing form	as a noun, as an adjective, after prepositions, used to begin a clause, negative/perfect/passive	102
25	make & do, have, get	<i>make & do, have, get</i>	106

REPORTED SPEECH

26	Reported speech 1	tense changes, no tense change, people/places/times/things	110
27	Reported speech 2	<i>say</i> or <i>tell</i> ?, other reporting verbs, <i>It was agreed that</i> , reporting questions, reporting commands and requests	114

RELATIVE CLAUSES

28	Relative clauses 1	relative clauses, relative pronouns, leaving out the relative pronoun, non-defining relative clauses, relative pronouns and prepositions	118
29	Relative clauses 2	combining sentences, use of <i>what</i> , use of <i>where/when/why</i> , relative clauses with a participle	122

NOUNS, PRONOUNS AND ARTICLES

30	Countable and uncountable nouns	countable nouns, uncountable nouns, singular or plural verb?, <i>a/an, a lot of, many/much, few/little</i> , specific and general meanings	126
31	Pronouns	indefinite pronouns, <i>some-/any-</i> , <i>every-/no-</i> , reflexive pronouns	130
32	Determiners	<i>all/many/much/a few/a little</i> /etc., <i>all</i> meaning 'everything' or 'the only thing', <i>no/none, each/every, both/either/neither</i>	134
33	Possessives and compound nouns	possessive adjectives and pronouns: <i>my/mine</i> , etc., 's (apostrophe s), using <i>of</i> , compound nouns	138
34	Articles 1	<i>a/an, a or an?, the</i> , no article	142
35	Articles 2	place names, special uses of <i>the</i> , special uses of no article, general and specific meanings	146

ADJECTIVES AND ADVERBS

36	Adjectives and adverbs	adjectives and adverbs, form of adverbs, gradable and non-gradable adjectives, order of adjectives, <i>interesting/interested</i>	150
37	Comparing 1	form of comparatives, form of superlatives, other points, <i>as ... as ...</i> , comparing actions	154
38	Comparing 2	small and large differences, other structures with comparatives, phrases with superlatives, comparing adverbs, comparing nouns	158
39	Adverbs of degree	intensifying adverbs, <i>too/enough/not enough, so/such a/such, fairly/quite/rather/pretty</i>	162
40	Time adverbs	<i>in/on/at</i> /no preposition, <i>on time</i> or <i>in time?</i> , <i>for/since/during/ago, during</i> or <i>while?</i> , <i>by/until, then/after/afterwards</i> , calendar references	166

LINKING WORDS AND PHRASES

41	Linking words 1	<i>and/also/as well, but/although/though, despite/in spite of, whereas, although</i> or <i>whereas</i> or <i>while?</i>	170
42	Linking words 2	<i>because/as/because of/due to, so, to/for, so that, like/as/as if</i>	174
43	Developing an argument 1	linking across sentences, numbering points and concluding, examples, true but surprising, alternatives, exceptions, generalizing, summarizing	178
44	Developing an argument 2	other linking words and phrases, personal comment, <i>at the end/ in the end/at last, if/unless/otherwise</i> , abbreviations in written English	182
45	Developing an argument 3	emphasizing: preparatory <i>it, The thing is, What we need is</i> , negative frequency and inversion, position of adverbs, <i>do/did</i> with affirmatives, field of relevance	186

PREPOSITIONS

46	Prepositions of place	<i>at</i> or <i>in?</i> , expressions with <i>at/in/on, above/below/etc., opposite/next to/near/etc.</i> , other prepositions of place	190
47	Verb + preposition	verb + preposition, verb + object + preposition, verb + different prepositions	194
48	Adjective + preposition	adjective + preposition, feelings, other adjectives, adjective + choice of preposition	198
49	Noun + preposition	noun + preposition, preposition + noun	202

TRENDS, GRAPHS AND FIGURES

50	Trends, graphs and figures	verbs describing trends, trend verbs with objects, speed and amount of change, graphs and charts, figures, linking words and phrases	206
----	-----------------------------------	--------------------------------------------------------------------------------------------------------------------------------------	-----

TEST BANK (FOR DIAGNOSIS OR REVIEW)

Test 1	Verb tenses: present (units 1–2)	210
Test 2	Verb tenses: past (units 3–4)	212
Test 3	Verb tenses: connecting present and past (units 5–6)	214
Test 4	Verb tenses: future (units 7–8)	216
Test 5	Passives (units 9–10)	218
Test 6	Modals (units 11–14)	220
Test 7	Questions (units 15–16)	222
Test 8	Conditionals (units 17–18)	224
Test 9	Verbs + <i>-ing</i> or infinitive (units 19–20)	226
Test 10	Phrasal verbs (units 22–23)	227
Test 11	<i>make & do, have, get</i> (unit 25)	229
Test 12	Reported speech (units 26–27)	230
Test 13	Relative clauses (units 28–29)	231
Test 14	Nouns, pronouns and articles (units 30–35)	232
Test 15	Adjectives and adverbs (units 36–40)	234
Test 16	Prepositions (units 46–49)	236

APPENDICES

1	Regular verbs: all forms	238
2	Irregular verbs	240
3	Diagram of the English verb system	242
4	British and American English	244

LISTEN AND REPEAT SCRIPTS	246
----------------------------------	-----

ANSWER KEY	250
-------------------	-----

INDEX	264
--------------	-----

6

Connecting past and present 2

A Past simple or present perfect?

The past simple is used to describe actions in a completed time period.

The present perfect is used when the time period includes the present.

*I **lived** in Milan many years ago.*

(completed: now I live in another place)

*I **'ve lived** in Milan since 2008.*

(a situation that started in the past and continues in the present: I still live there)

*I **'ve been** to Milan several times.*

(life experience)

*My boss **has agreed** to your proposal.*

(present result of a past action)

Time phrases used with the past simple (unit 3C) refer to a particular point in the past: *yesterday, last month*.

Time phrases used with the present perfect (unit 5C) link the past to the present: *since, never, this month*.

The choice of tense often depends on the situation and where our attention is.

*Good news! We **'ve won** the contract!*

(recent news: the event is present in my mind)

*So, we **won** the contract, and then ...*

(telling a story: the event feels distant in my mind)

B Present simple or present perfect?

The present simple is used for permanent facts and states, and regular habits.

The present perfect makes a connection between past and present.

*I **work** here.*

(a permanent state: I work here every day)

*I **'ve worked** here for two years.*

(I started two years ago and still work here now)

C Present perfect continuous: form

The present perfect continuous is formed with the present perfect of *be*, and the *-ing* form of the verb. Negatives are formed with *not*.

*I **'ve been (haven't been)** waiting here for more than an hour.*

*She's **been (hasn't been)** waiting here for ages.*

Questions are formed by inverting the subject and *have*.

***Have you** been waiting long?*

***Has she** been waiting long?*

D Present perfect continuous: uses

The present perfect continuous describes an action or situation in progress from the past up to the present.

*Production at this site **has been increasing** steadily since we started here five years ago.*

The present perfect continuous often emphasizes the length of time of the action.

*I **'ve been working on** this report all week.*

The present perfect continuous can be used for repeated actions.

*I **'ve been calling** her all afternoon, but she's always in a meeting.*

The action may be finished or continuing; we only know by the situation.

*You're late! I **'ve been waiting** here for ages!*

(the waiting is finished now)

*I **'ve been waiting** for ages. Where is she?*

(I will continue waiting)

E Present perfect continuous: time expressions

Typical time expressions used with the present perfect continuous include: *all day, for months, for ages, recently, over the last few years, since, for*.

F Present perfect or present perfect continuous?

Sometimes there is no difference in meaning between the present perfect and present perfect continuous.

*I **'ve worked/been working** here for two years.*

The choice of tense often depends on where our attention is. We use the present perfect if our attention is on the present result.

*I **'ve written** the report. Here it is.*

(the finished report is in my mind)

We use the present perfect continuous if our attention is on the action in progress.

*I **'ve been writing** the report. I'm exhausted.*

(the act of writing is in my mind)

If we give details of how many or how much, we do not use a continuous form.

*I **'ve written** three reports this week.*

*I **'ve done** a lot of research on this company.*

See page 243 for an overview of the English verb tense system.

Exercises

Sections A, B 6.1 Underline the correct words.

- 1 Yesterday *I phoned/I've phoned* the bank about our overdraft.
- 2 *I work/I have worked* here since the end of last year.
- 3 *I work/I have worked* from home one day a week.
- 4 I'm enjoying the conference. *I made/I have made* a lot of useful contacts.
- 5 *I saw/I've seen* Hugh Hopper a few days ago – he sends his regards.
- 6 *We went/We have been* to an interesting seminar last week.
- 7 Today *has been/was* really busy – and it's only lunchtime!
- 8 Today *has been/was* really busy. It's 7 pm – I'm going home.
- 9 I'm sorry but Patricia *left/has left* the office an hour ago.
- 10 Patricia? No, she isn't here right now. She *left/has left* the office.

Sections A, B 6.2 Put the verbs in brackets into either the present simple, past simple or present perfect.

- 1 The company is doing very well. Last year sales went up (go up) 15%, and so far this year they have gone up (go up) another 12%.
- 2 We _____ (operate) all over Latin America. Recently we _____ (set up) branches in Peru and Colombia.
- 3 _____ (you/see) my laptop? I'm sure I _____ (leave) it here earlier.
- 4 This _____ (not look) like the right block. Are you sure we _____ (come) to the right address?
- 5 I _____ (never/speak) to him, but I _____ (speak) to his assistant on the phone yesterday.
- 6 I _____ (work) for WorldCom since last year, but now I _____ (want) to change jobs. _____ (you/hear) of anyone taking on new staff?

Sections C, D, F 6.3 In each mini-dialogue put one verb into the present perfect simple and the other into the present perfect continuous. Use contractions where possible.

- 1 A: What's the matter? You look worried!
B: Yes, I am. I 've been looking at (look at) the contract in detail, and I 've noticed (notice) a lot of potential problems.
- 2 A: I _____ (call) Carol all day, but it goes straight to voicemail.
B: I expect she _____ (go) to Head Office.
- 3 A: 'Tosca' is coming to the Opera House. _____ (you see) it?
B: Not yet, but I _____ (look forward) to it for ages.
Shall we go together?
- 4 A: How long _____ (you produce) cars at this site?
B: About four years. We _____ (invest) around twenty million dollars in plant and machinery.



“Oh, and your feelings have been trying to get in touch with you.”

Exercises

Section A 6.4 Put the verbs into the correct form of the past simple or present perfect simple. Use contractions where possible.

VICTORIA: Hi, Sue. I ¹ *haven't seen* (not/see) you for ages!

SUE: Hi, Victoria, nice to see you again. No, you're right, I ² _____ (not/be) in touch with anyone recently.

VICTORIA: So what have you been up to?

SUE: You know I ³ _____ (leave) my job in January so that I could go freelance as a graphic designer?

VICTORIA: Yes, I remember you ⁴ _____ (talk) a lot about that last year.

SUE: Well, it ⁵ _____ (be) a really difficult year so far. I ⁶ _____ (never/do) anything like this before and it's much harder than I ⁷ _____ (imagine). ⁸ _____ (you/ever/be) self-employed?

VICTORIA: No, never, although I ⁹ _____ (often/think) about it. So why ¹⁰ _____ (it/be) so difficult?

SUE: There's a lot of insecurity. At the beginning I ¹¹ _____ (have) two or three good clients. These are people that I ¹² _____ (know) for many years. They're still with me. But apart from that nothing really.

VICTORIA: What about advertising in the specialist magazines?

SUE: Yes, I ¹³ _____ (already/do) that. I ¹⁴ _____ (put) an advert in *Design Monthly* a couple of months ago but there were only a few replies. But I have a new website and I'm quite optimistic about using it to generate business. I ¹⁵ _____ (finish) it just last week. It's optimized for search engines so that people can find me more easily. I ¹⁶ _____ (have) quite a few hits already, so things might improve soon.

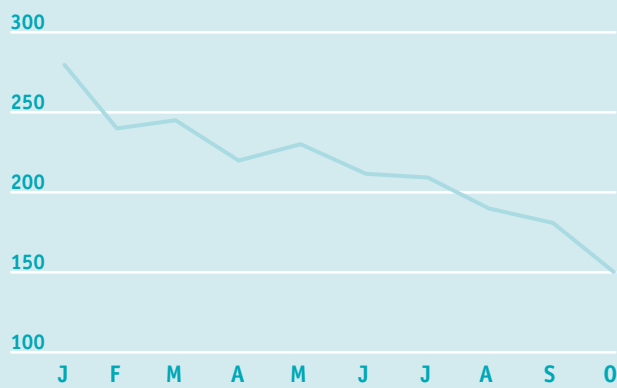
Section A 6.5 Complete the text about technology stocks by putting the verbs into the correct form of the past simple or present perfect.

MARKET REPORT a rocky road for tech stocks

European investors ¹ *have watched* (watch) US stock markets nervously over the last few months. The problems with US technology and telecomms stocks ² _____ (begin) last March, and since then share prices at companies like Intel, HP and Apple ³ _____ (crash). Over the summer all these giants ⁴ _____ (announce) lower than expected profits, and investors fear that in the current economic climate demand for their products ⁵ _____ (peak). Now it's the turn of European stocks, and on Monday stocks in Germany's SAP and Finland's Nokia ⁶ _____ (fall) sharply. SAP ⁷ _____ (be) down 4%.

But there was some good news for investors yesterday. Capgemini ⁸ _____ (release) figures which showed that this year revenues ⁹ _____ (rise) to €9,100 million, up from €8,700 million last year. In recent years Capgemini ¹⁰ _____ (become) one of the leading players in the global IT services market, alongside IBM, EDS and Accenture. The company ¹¹ _____ (also/lead)


Dow Jones Stoxx Technology Index Figures 1st of each month



the way in the use of offshoring, often transferring work to countries such as India and Poland. This ¹² _____ (improve) profitability as well as providing a wider range of options in the event of a sudden change in the market.

Tasks

Speaking: listen and repeat

1  **06** You are going to hear eight phrases. Listen and repeat.

Translate **2** Translate these short texts taken from the Internet into your own language. Remember not to translate word for word, but rather to make it sound natural.

The technology-heavy Nasdaq index has been falling for three weeks, and is now 34% lower than its March peak. Shares of companies announcing poor results have fallen by a third or a half after profits warnings.

Washington Post website

Since completing a consolidation phase three years ago, ThyssenKrupp has been following a sustained and profitable course of growth. The company has raised its earnings forecast for the current fiscal year to over €3.2 billion before taxes.

business-magazine.de website

Writing: personalized practice

3 Think about your life in the last year. Write answers to these questions using the past simple, present perfect simple and present perfect continuous.

1 How have you tried to keep fit and healthy?

I've joined a health club. I went a few times after joining, but since then I haven't been at all. Also I've been trying to eat more healthy food. I don't really have much time for cooking, but I've learned a few new recipes.

2 How have you spent your money?

3 What have you done to keep up with new ideas in your professional field?

4 Have you been anywhere interesting?

5 What haven't you done that you would like to have done? Why?

Rehearsal for the real world

4 Look again at the dialogue in exercise 6.4 and notice how the speakers use the past simple and the present perfect. Now write a similar dialogue between yourself and a friend or colleague who you meet after not being in contact for some time. Start like this:

Friend (give their name): Hi! I haven't see you for ages!

Me: Hi, nice to see you again.

If you are working in class, read some dialogues aloud.

43

Developing an argument 1

A Linking across sentences

Units 41 and 42 gave short, everyday words to join parts of a sentence. We can use longer, more formal words and phrases to link across sentences and within more complex sentences.

Look at the examples below for *and*, *but* and *so*:

and: *In addition, Besides, Moreover, Furthermore*

but: *However, Nevertheless, On the other hand*

so: *Therefore, Consequently, As a result*

These words are typical of careful speech (e.g. presentations) and writing. They usually come at the start of a sentence and have a comma afterwards, but can come after a comma in the middle of a sentence.

*Supplier A is cheaper and has good delivery times. **However**, supplier B has better quality and is more flexible with volume.*

*This new process produces less waste, and **as a result** it's much better for the environment.*

B Numbering points and concluding: firstly, in addition, finally, overall, in conclusion

We can use *First/Firstly/First of all* to begin a list of points. For other points we say *Second/Secondly/Third/Thirdly*, etc.

To add a point without numbering we can say *In addition, As well as this* or *Besides this*.

To finish the points we can say *Finally*.

*Why choose the Czech Republic? Well, **first of all**, it has a trained, flexible and relatively inexpensive workforce. **As well as this**, it has a good location in Central Europe near to key markets. **Finally**, it has good infrastructure.*

To conclude one particular discussion point we can say *Overall* or *Taking everything into consideration*.

*So, **overall**, things are improving.*

To finish and conclude more formally we can say *In conclusion*.

***In conclusion**, I'd like to thank you all very much for coming here today.*

C Examples: for example, for instance, such as

We can use *for example* or *for instance*.

*Our costs have gone up. **For instance**, the cost of steel has nearly doubled.*

*Our costs have gone up. The cost of steel, **for example**, has nearly doubled.*

We use *such as* in the middle of a sentence to give examples. It is the same as 'like'. *Such as* is followed by a noun phrase, not a whole clause.

*Some delays are beyond our control, **such as** strikes or bad weather.*

D True but surprising: in fact, actually

We use *In fact, Actually* or *As a matter of fact* to say what is really true, when this is surprising or different to what people think.

*We have plenty in stock. **In fact**, we could deliver tomorrow. (surprising)*

*I thought we had some in stock, but **actually** we don't. (different)*

E Alternatives: either ... or, instead of

We use *either* to begin a list of possibilities. We do not begin with *or*.

***Either** we could cancel the launch, **or** we could simply postpone it. (NOT ~~Or we could ...~~, or ~~we could ...~~)*

We use *instead (of)* to mean 'in the place of something else'. At the end of a sentence, *instead* is used without *of*.

*Can we meet on Friday **instead of** Thursday?*

***Instead of** Thursday, can we meet on Friday?*

*Can we meet on Friday **instead**?*

F Exceptions: except for, apart from

We use *except, except for, with the exception of* or *apart from* to mean 'not including'.

*I contacted everyone **except (for)** Irina.*

G Generalizing: in general, on the whole

To talk generally we can say: *In general, On the whole, As a rule, Typically, Broadly speaking*.

***In general**, large public companies have five key relationships: customers, business partners, suppliers, employees and shareholders.*

If we want to make a balanced argument, we often use one of these phrases followed by a word like *but* + a contrasting idea.

***On the whole**, I think you're right, **although** I disagree with you about the level of risk.*

***As a rule**, we usually ask for an upfront payment on a first-time order. **However**, I think we can be flexible on that.*

H Summarizing: so, basically, to sum up

To summarize quickly we can use *So, Basically, In short* and *To put it simply*. To summarize more formally we can use *To sum up* and *In summary*.

***Basically**, the whole idea is ridiculous.*

***So, to sum up**, I've looked at three main issues in my presentation. *First, ...**

Exercises

Sections
A, C, D, E, F, G

43.1 Underline the correct words.

- If you don't want the Canon, what about this Panasonic *instead/instead of*?
- The fall in share prices has made investors nervous. On the other *side/hand*, it could be an excellent buying opportunity.
- As a rule/As a whole*, I don't normally have a big lunch, but I'll come with you to the restaurant today.
- All commodity prices rose last week, *apart/except* soybeans and wheat.
- We can *either/or* wait for a train, or go by taxi.
- I know Madrid very well. *As a matter of fact/On the whole*, I worked there for a short time many years ago.
- For instance/On the whole* I am a supporter of the green movement. However, I think that they are wrong to oppose nuclear energy.
- I like to drive to work because I can go door-to-door. *On the other hand/Besides*, the train would probably be quicker.
- I like to drive to work because I can go door-to-door. *On the other hand/Besides*, the company pays for my petrol.
- Investment in areas *for example/such as* biotechnology can be risky.
- Investment in some areas, *for example/such as* biotechnology, can be risky.
- The résumés are all very strong, *except for/instead of* these two here.

Sections
A, C, D, E, F, G

43.2 Complete the sentences with the words or phrases in the box.

actually moreover either except in general
instead nevertheless so such as therefore

- People think it's expensive, but *actually* over the long term it isn't.
- The restaurant is open every day _____ Monday.
- She is out of the country and _____ unable to attend the meeting.
- I was going on Tuesday, but now I'm going on Monday _____.
- _____, I think the meeting went very well, although we didn't manage to agree on a budget for next year.
- Some areas, _____ recruitment, are outsourced to other companies.
- I'm sorry, I've had enough. _____ he goes, or I go.
- It's reliable, safe and easy to use. _____, it's excellent value for money.
- It's reliable, safe and easy to use. _____, the maintenance costs can be quite high.
- _____, in short, we offer a full range of insurance products to both corporate and private clients.



"On the one hand, eliminating the middleman would result in lower costs, increased sales, and greater consumer satisfaction; on the other hand, we're the middleman."

Sections A, C, G 43.3 Put four commas in this short paragraph.

In general taking an MBA is a good idea for an ambitious young professional. However you do have to make some sacrifices. You miss out on two years' valuable work experience for example and it can be very expensive.

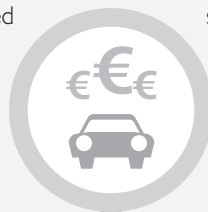
Exercises

Sections A, B, C,
D, E, F, G, H

43.4 Read this article about traffic in city centres. Complete the article by choosing the best alternative from A, B, C or D below.

Want to enter the city? Sorry, you'll have to pay.

Traffic congestion in city centres is a big problem for both businesses and residents. Policy makers are being forced to think of solutions based on public transport, road pricing and restricted use of various kinds. What are the reasons for this? ¹ B, cars cause noise and pollution in areas where people walk, shop or go sightseeing. ² _____ this, they require parking areas, and space in city centres is limited. And ³ _____, cars cause traffic jams and ⁴ _____ many hours of work time are lost. ⁵ _____, people do like the freedom and convenience of using their own car, and alternatives



are often unavailable or of poor quality. What can be done? Public transport has to become more reliable and more comfortable. ⁶ _____, bicycle use should be encouraged – ⁷ _____, by having more cycle lanes. Some large cities, ⁸ _____ Cologne and Amsterdam, are already organized in this way. But the most radical measure is road pricing. Asking motorists to pay to enter city centres is controversial, but is an increasingly common solution. So, ⁹ _____, we can see that imaginative and sometimes unpopular measures will be needed to make the city centre a more pleasant place to work and live.

- | | | | |
|------------------|-----------------|---------------|-----------------|
| 1 A As well | B First of all | C In fact | D As a result |
| 2 A Besides | B Also | C For example | D Except |
| 3 A for example | B however | C instead | D finally |
| 4 A either | B both | C as a result | D instead of |
| 5 A However | B Therefore | C So | D In conclusion |
| 6 A To sum up | B In addition | C Actually | D For example |
| 7 A on the whole | B in addition | C actually | D for example |
| 8 A such as | B as well as | C instead of | D except |
| 9 A thirdly | B in conclusion | C instead | D also |


Sections
A, B, D, E, G

43.5 Complete this speech made by the leader of a Korean trade delegation in Slovakia with the words and phrases in the box.

as a rule ~~first of all~~ however in addition
in conclusion in fact instead of therefore

“ Could I just say a few words? Thank you. Well, ¹ first of all I'd like to thank everyone here at the Bratislava Chamber of Commerce for organizing our short tour of Slovakia. We have enjoyed looking round all the factories and meeting the employees. ² _____, I would like to thank the Korean Ministry of Foreign Affairs and Trade, who made the whole trip possible. As you know, we see the European market as very important for our company. ³ _____, it is central to our future plans. ⁴ _____ I look forward to a close cooperation between our two countries in the future. ⁵ _____ I think it's better to keep the ceremonies short on occasions like this. ⁶ _____, I would just like to take this opportunity to leave you with something to remember our visit. I have great pleasure in presenting this book with photographs of Korea to Mr Telensky, who took such good care of us. ⁷ _____, I hope that we may have the pleasure of welcoming some of you to our country in the near future. Perhaps the next time we meet it will be in Seoul ⁸ _____ Bratislava! Once again, thank you all very much. ”

Tasks

Speaking: listen and repeat 1  43 You are going to hear eight phrases. Listen and repeat.

Translate 2 Translate these short texts taken from the Internet into your own language. Remember not to translate word for word, but rather to make it sound natural.

As a result of the reforms in the area of banking, trade, and investment, the economy grew significantly and achieved high annual growth rates. In fact, last year the economy grew by 8%.

Asia Econ website

Researchers found that while underweight and extremely obese people die earlier than people of a normal weight, people who are slightly overweight actually live longer than those of a normal weight.

Reuters website

Writing: personalized practice 3 Complete the sentences with your own ideas.

- 1 I've divided my presentation into three parts. First of all I'm going to give you an overview of *the company and its product range* .
Secondly, I'm going to _____ .
And finally I'll _____ .
If you have any questions, please feel free to interrupt.
- 2 As you can see, our products offer excellent value for money. As well as this, _____ .
_____ .
- 3 Our costs have gone up significantly this year. For instance, _____ .
_____ .
- 4 Some delays are beyond our control, such as _____ .
_____ .
- 5 We have a lot of experience in this market. In fact, _____ .
_____ .
- 6 I thought that working in a cross-cultural team would present some challenges, but actually _____ .
- 7 At the rate we're working we're not going to meet the project deadline. The way I see it we have two options. Either we _____ .
_____ ,
or we _____ .
- 8 Why don't we outsource our recruitment process instead of _____ ?
- 9 The planning for the conference is all complete, except for _____ .
_____ .
- 10 In general I think that _____ ,
although _____ .
- 11 Yes, I listened to everything she said. Basically, _____ .
_____ .
- 12 So, to sum up, the main message that I want you to take away from this presentation is _____ .
_____ .