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The Business

INTERMEDIATE

Introduction

The objective of *The Business* is to help your students learn two things: how to do business in English and the language they need to do it. The new language and structures are presented in the Student's Book, the DVD-ROM provides language practice and extension and this Teacher's Book provides teaching notes and ideas, answers, recordings, subject background notes and additional reading and speaking activities. Below is a description of what you will find in each.

Student's Book

The modules

The Student's Book contains 48 modules in eight units. Each unit deals with a key sector of activity in the business world. There are six different types of module:

1 About business

These modules contain information and language for the topic area of each unit. The focus is on getting students to understand the topic and the general sense of the texts. The key topic vocabulary is dealt with in depth in the vocabulary module, allowing you to concentrate on developing reading comprehension skills here.

2 Vocabulary

These modules build on the important words and phrases introduced in the previous module and provide thorough practice. There is a useful focus on phrasal verbs and collocations most commonly used in business.

3 Grammar

These modules take a 'test-teach-practice' approach. A *Test yourself* page opens the module to focus on any areas of weakness; the target grammar is then modelled in context e.g. using short reading and listening texts; finally, controlled and freer practice in realistic business situations enables students to get to grips with grammatical concepts. If you wish, you can also use the *Test yourself* section after the practice exercises to check students' understanding of those. The grammar modules are supported by the *Grammar and practice* section at the back of the book.

4 Speaking

These modules develop understanding and speaking skills in typical business situations. Language is recycled from other modules, but the focus is mainly on functional words and phrases. There are lots of group work and problem-solving tasks to engage students and encourage their fluency in using the target language in realistic situations. These modules contain pronunciation practice too, which is supported by further interactive practice on the DVD-ROM.

5 Writing

These modules provide practice for the most important types of document students will need to write at work. Model texts are examined and used as a basis to write their own. Key writing sub skills are focused on in the process of the guided writing, such as using appropriate style and register, reformulating, ordering and expanding from notes.

6 Case study

The case studies provide an opportunity for the students to apply all the language, skills and ideas they have worked on in the course of the unit. The case studies present authentic problem-solving situations similar to those encountered in business.

Internet research

Every module includes an Internet research task. The Internet provides almost unlimited resources for students to improve their English and learn more about business. These tasks direct them to interesting background and details on topics related to each module. The tasks can be set as homework and done before or after working on the module.

Note that words to type into the search engine are in *italics*. They should only be entered between quotes (“”) if quotes are used in the rubric.

Other features

In addition to the eight main units, the Student's Book contains the following:

Reviews

These units can be used in three ways: to consolidate language covered in the units, to catch up quickly on any lessons missed, and to revise before tests or exams.

Additional material

This section contains all the extra materials students need to do pair or group work activities.

Grammar and practice

The section gives a very useful summary of grammar rules with clear examples, but also provides further practice of the essential grammar points in this level of the course.

Recordings

Full scripts of all the audio recordings are given for reference, allowing students to check or study the audio dialogues in detail. However, encourage students not to rely on reading them to understand the listenings.

Wordlist

In the modules, words which intermediate level students may not know are in grey. Definitions of grey words are given in the wordlist, often with examples. Words in red are high-frequency items, which you should encourage students to learn and use. The others, in black, are words they just need to understand.

The DVD-ROM

The DVD-ROM empowers students to continue improving their English autonomously, away from the classroom. It contains:

Interactive workbook

This includes everything you would normally find in a workbook, and more; interactive exercises for vocabulary, grammar, writing and listening practice. There are also pronunciation exercises in each unit, which allow students to record themselves and compare the recording with that of a native speaker. Like the *Review* units in the Student's Book, the Interactive workbook can be used in three ways: to improve skills and consolidate language work from the Student's Book; to catch up on missed lessons; to revise for tests and exams.

Video

Each unit includes an episode of a mini-drama illustrating the communication and people skills practised in each unit, with exercises to practise the functional language used in the video.

Business dilemmas

There are four problem-solving games to allow you to review and practise functional language from the Student's Book. You could also try doing these in class with the students working in pairs to practise discussing problems and solutions.

Tests

There are four tests, one for every two units. These allow students to check their progress through the DVD-ROM. If they do well on a test, they get 'promoted'; if they do well on all four tests, they become CEO!

Business documents

There is a model document for each unit, including letters, invoices, CVs, etc. Each document includes annotations explaining the structure and key phrases, and a follow-up activity tests understanding of this.

Grammar reference

Students can refer to this section any time for helpful grammar rules and examples.

Class audio

This section of the DVD-ROM contains all the audio recordings from the Student's Book, together with scrollable scripts.

Downloadables

The DVD-ROM includes a set of downloadable files for use outside the DVD-ROM or away from a computer. There is a downloadable and printable PDF of the answers to the Student's Book exercises; a Word file containing the text of each Business document; and MP3 files of all the Student's Book audio that can be transferred to an MP3 player or iPod for listening on the move.

Teacher's Book

This Teacher's Book aims to make using *The Business Student's Book* easy. It provides ideas for lead-in activities for each unit, for further practice and for extension / personalization activities, as well as answers and recording scripts and additional, photocopiable reading and speaking activities.

Subject background

Each unit begins with a page of background notes about the sector of activity in the business world that is dealt with in the unit. These subject background notes contain lists of useful websites that will provide you and/or your students with more in-depth knowledge and information about the topic of each unit.

Teaching notes

The teaching notes for each module contain the following:

- Classroom procedure and task management notes.
- Ideas for lead-in activities in the *About business* modules.
- Ideas for further practice and extension activities.
- A full answer key for the exercises in the Student's Book.
- Full recording scripts for all the listening activities.
- Suggestions on how and when to use the *Internet research* tasks.
- Tips for tailoring activities to suit lower- or higher-level classes.

Answer key for Reviews and Grammar and practice

The full answer key for the Review sections can be found after every two units.

The full answer key for Grammar and practice is at the end of the teaching notes for the Student's Book units on page 116.

Additional activities (photocopiable)

There is an additional, photocopiable speaking and listening activity for each of the eight units after the *Grammar and practice* answer key. There are teacher's notes and answers for each photocopiable activity.

Tips for using this book

Answers

The answers to all the module exercises are on a grey panel at the end of the teaching notes for each exercise. Items that are gapped/missing in the Student's Book are underlined.

Teaching notes

Words, sentences and questions in italics are items that can be read out to the class. Expected answers follow in brackets. For example:

'Get students to guess these words:

this means the same as bullying (purchasing)

when you pay someone money for working, you give them this (salary)', etc.

Words, sentences and questions in *italics* and underlined are items that can be written up on the board. For example:

'If students are unsure of the words, write them in two columns on the board under *adjectives* and *nouns*.

high *height*

wide *width*

long *length*'

Terminology

The following terms are used frequently and you may wish to remind students what they mean:

- Scan reading: to read something very quickly to get a general idea of its meaning or to find particular information. It is not necessary to understand every word.
- Skim reading: to read something very quickly to find the main point or particular points. As with scan reading it is not necessary to understand each and every word.
- Listening for gist: to listen to something to get a general idea of what it's about without focusing on specific information or language that's used.
- Brainstorming: to get lots of ideas from a group of students without stopping to evaluate suggestions. The best ideas / suggestions can be discussed after the brainstorming session. It's important to write up all suggestions however unusual they might seem.

Additional activities

The photocopiable reading activities can be used for revision, additional reading practice, or to fill out a lesson with a higher-level group.

The photocopiable speaking activities can be used for revision or to fill out a lesson with a higher-level group.