

Cambridge University Press
0521672910 - Business Benchmark: Upper-Intermediate Personal Study Book
Guy Brook-Hart
Frontmatter
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... for BEC and BULATS

Business BENCHMARK

Upper-Intermediate
Vantage

Personal Study Book

Guy Brook-Hart



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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, reading and writing.

It is a good idea to do the work in each unit of the Personal Study Book *after* you have finished the 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 71–80. 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 answer key. If your teacher agrees, you can give him/her your answer to correct.

If you are preparing for the Cambridge ESOL BEC Vantage exam or the BULATS test, many of the exercises are designed to give you exam practice.

The Personal Study Book also contains a Word list. These are words and phrases from the units and recording transcripts of the Student's Book which may be unfamiliar to you, or difficult to understand. When you find new words in the Student's Book, always try to guess the meaning first from the context. Keep a list of new vocabulary in your notebook. In general, use the Word list to check the meanings later, not while you are doing the exercises in the Student's Book.

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