

Cambridge University Press  
978-0-521-72720-4 - Grammar for Business  
Michael McCarthy, Jeanne McCarten, David Clark and Rachel Clark  
Frontmatter  
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*Rachel Clark*

# Grammar *for* Business

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CAMBRIDGE UNIVERSITY PRESS  
Cambridge, New York, Melbourne, Madrid, Cape Town, Singapore, São Paulo, Delhi

Cambridge University Press  
The Edinburgh Building, Cambridge CB2 8RU, UK

[www.cambridge.org](http://www.cambridge.org)  
Information on this title: [www.cambridge.org/9780521727204](http://www.cambridge.org/9780521727204)

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Printed in the United Kingdom at the University Press, Cambridge

*A catalogue record for this publication is available from the British Library*

ISBN 978-0-521-72720-4 paperback with answers and audio CD

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## Thanks and Acknowledgements

The authors wish to thank the many people who have been involved in making this book. First, we would like to thank our editor, Lynn Townsend, who steered us and the book through its long journey from the first drafts to the book you have in front of you. Lynn's views were always helpful, creative and insightful. She was patient when the project suffered the inevitable delays that happen for a variety of reasons and always displayed great good humour. Next, we would like to offer huge thanks to Jessica Errington, our development editor, whose vision as to the ideal shape and content of the units and whose keen eye for detail enabled us to improve our early drafts of the book and to produce this final version. Nora McDonald was also a wonderful editor to work with; she applied her skills and eagle-eyes to the manuscript as it took its final shape. From there on, the production team steered the book through its demanding schedule; Linda Matthews deserves a special thank-you in that respect.

David and Rachel Clark would like to thank their long-suffering friends and colleagues at The London School of English and International House London for their patience, and would particularly like to express their gratitude to Pete Thompson, David Carr, Brenda Lynch and Steve Brent for being so understanding in the face of endless requests for time off; it was much appreciated.

Not least, we thank the publisher, Cambridge University Press, whose publishing teams, in a time when publishers are often reluctant to take risks and push the envelope, were prepared to do something different and to allow us to expand our ideas and grammatical know-how by using the business data in the Cambridge International Corpus to inform the language in this book. We thank Cambridge University Press for giving us the opportunity to publish the book we always had in mind.

The authors and publishers would like to thank the following teachers who commented on the material in its draft form: Katarzyna Staniszevska, Kevin Rutherford, Jeremy Day, Poland; Nick Shaw, Spain; Isobel Drury, Sylvia Renaudon, France; Julian Wheatley, Germany; Martin Goosey, South Korea.

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Picture research by Hilary Luckcock.

Design by Kamae Design.

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# Introduction

## Who is this book for?

This book is for intermediate-level students of business English. It teaches the most useful grammar you need to communicate in English, and also gives you lots of practice in the grammar of business communication.

## What is 'business grammar'?

To answer this question, we used a large database of written and spoken business English (a 'corpus'). This database contains business texts from newspapers and magazines and a separate database of recordings of spoken business English at meetings, negotiations, presentations and other events in companies from different countries.

The database – or corpus – helps us to find the most common words and grammar structures and to see how business people *really* communicate at work. Many of the examples and practice exercises in the book are edited extracts from the recordings in the database. This symbol –  – means that the information is from the corpus; this is how people really use grammar when they speak or write.

## What grammar does the book cover?

- First, we focus on the basics – talking about time, the present, past and future.
- Then we look at modal verbs (*can, must, may, would, etc.*) which help you to be polite or formal or how to ask people to do things, for example.
- Next we go on to look at more complex grammar, such as conditionals and how to report speech.
- Finally, we focus on difficult areas such as prepositions (*at, in, on, with*), articles (*a/an, the*) and ways of putting sentences together with conjunctions (*although, because*).

## How is the book organised?

In each unit, you will see

- a **presentation** page to give you the important information about the grammar of the unit.
- two **practice** pages, where you can do exercises and activities to practise the grammar and relate it your own work situation.
- two **Make it personal** sections with activities you can do beyond the book.
- an **extension** section on speaking or writing; these sections focus on the types of speaking and writing that are common in business, such as organising presentations or writing emails.

After every four units, you will find:

- a **Speaking strategies** unit, which focuses on speaking skills that business people need, such as managing conversations, disagreeing politely or checking information.
- a **test** so that you can review what you learnt in the previous four units.

At the back of the book, you will find:

- an **answer key**, with notes to remind you why these answers are correct.
- the **recording script**, so you can read the conversations and presentations on the CD.
- the **appendices**, with useful information on spelling, irregular verbs, North American English, etc.

## How do I use the book?

You can work through the book unit by unit, from Unit 1 to Unit 40. However, if you have a problem with a particular area of grammar, or are interested in a specific point, you can also use any unit or group of units separately.

This book is for self-study students, but teachers and students can also use it in class.

## What do I need to use the book?

To use the book, you will need to be able to play and listen to the audio CD which comes with the book. The CD has both listening and speaking activities on it.

We hope you enjoy the book, and we wish you success with business English and success in your business and professional life.

The authors

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