

Cambridge University Press

978-1-107-69264-0 – Business Advantage Intermediate

Marjorie Rosenberg Almut Koester Angela Pitt Michael Handford Martin Lisboa

Frontmatter

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Business Advantage

Personal Study Book
Intermediate

Marjorie Rosenberg



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Cambridge, New York, Melbourne, Madrid, Cape Town,
Singapore, São Paulo, Delhi, Tokyo, Mexico City

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

www.cambridge.org
Information on this title: www.cambridge.org/9781107692640

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First published 2012

Printed in the United Kingdom at the University Press, Cambridge

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

ISBN 978-1-107-69264-0 Paperback

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Contents

Introduction to the Personal Study Book	4
1 Culture and its impact	5–7
2 Technology and business	8–10
Reading 1: Facebook	11–12
Writing 1: Making first contact	13
3 Motivation	14–16
4 Human resources	17–19
Reading 2: Talented employees	20–21
Writing 2: Covering letter for a job application	22
5 Organisations and their structures	23–25
6 Managing organisations	26–28
Reading 3: Successful retail strategy	29–30
Writing 3: Everyday business emails	31
7 Supply-chain management (SCM)	32–34
8 Quality management	35–37
Reading 4: Details of the supply chain	38–39
Writing 4: Writing group emails	40
9 Marketing strategy	41–43
10 Customer relationship management (CRM)	44–46
Reading 5: Marketing success	47–48
Writing 5: Responding to written complaints	49
11 Accounting	50–52
12 Finance	53–55
Reading 6: Finance	56–57
Writing 6: Describing charts, graphs and statistics	58
13 Decision-making	59–61
14 The learning organisation	62–64
Reading 7: Helping young people to succeed	65–66
Writing 7: Business proposals	67
Wordlist	68–70
Grammar reference	71–76
Progress tests	77–82
Audio scripts	83–86
Answer key	87–95
Acknowledgements	96

Introduction

What's in this book?

This book is designed to help you review and reinforce the grammar, vocabulary and skills you have learned through studying with *Business Advantage Intermediate*. There are 14 units, one for each unit of the book. In addition, there are seven Writing sections, each matching the relevant writing section of the book. There are also seven Reading sections related to the topics covered in the Student's Book. Each unit follows the Student's Book closely: there is a section related to each of the three lessons in each unit of the Student's Book. You will find an Answer key at the back of the book.

There are also three progress tests: one after Units 1–5, another one after Units 6–10 and the last one after Units 11–14. You can use these to check your progress.

How do I use this book?

There are five stages in preparing for and using the units.

- **Preparation:** Study a unit or lesson of the Student's Book thoroughly. When you feel confident that you have mastered *all* the key words, grammar and skills presented, you are ready to complete the relevant section or unit of the Personal Study Book.
- **Practice:** Each unit contains two sections – grammar/vocabulary and skills. These relate directly to the material in the Student's Book. There are exercises in the skills section which include listening material: this gives you the opportunity to hear and practise key phrases and pronunciation, intonation and stress related to the skill you have learned in the Student's Book. Try to do all the questions in the section: each exercise tests one area of vocabulary, grammar or group of expressions from a skill area.
- **Checking:** When you have finished all the tasks, check your work. Then use the Answer key at the back of the book to mark your work. If you have made a lot of mistakes with one part, go back and check the Student's Book: review the key points to make sure you understand them.
- **Can Do statements:** At the end of each unit, there are three to four statements which give you an indication of what you should be able to do after completing the unit. There are two boxes next to each statement (*Yes, I can do this / I think I need more practice*). If you can answer 'Yes' to all the statements and you have got most of the exercises correct, then you are ready to move on to the next unit. If not, refer back to the relevant unit of the Student's Book.
- **Revision:** After completing the statements think about the areas you could work on in the future and how you can do this. For example, if you think you need to do more work on an area of vocabulary, think about how you can do this and make a note of it. It is important

to be realistic when you are studying – take one area at a time and don't try to do too much. It is better to learn five to six new items of vocabulary really thoroughly than try to remember more words which you will not be able to use effectively.

Reading and Writing Sections

There is a Reading section and a Writing section after each two units of the Personal Study Book. Some of the reading texts look at the theories you learned about in your Student's Book and others are case studies of companies which deal with topics covered in the preceeding units of the course book. All the reading texts are based on authentic materials and will probably contain some unknown words. There are some explanations and exercises to help you understand these, so do not worry if you do not understand every word the first time you read the text. If you find some interesting new vocabulary in the text, make a note of it and try to use it in order to help you remember it.

The writing units match the topics covered in the writing units of the Student's Book. There are some exercises to practise different aspects and types of writing and each unit ends with a longer piece of writing for you to complete. There is no Answer key for this final activity. When you have done the writing, ask your teacher or a native speaker to check it for you if possible. If this is not possible, read your work through critically and try to make any corrections. Remember, writing (even in your own language) is a process, with several stages: it is unusual to write something important without making changes before you complete it.

I hope this book will support you while you improve your business English and that the exercises will help you remember and practise the important vocabulary, grammar and skills that you will need in your work.

I hope this book helps to make learning business English fun and successful.



Marjorie Rosenberg

Author's thanks

The author would like to thank Laurence Koster at Cambridge University Press and Alison Bewsher for their meticulous editing of the book, as well as Neil Holloway and Chris Capper for their support.

In addition, the author is grateful to Red Bull GmbH, Fuschl am See, Austria for their information and help. Special thanks go to Sean Segal, Director of Operations at the Urban Alliance, Washington D.C. as well as to Mary and Jeff Zients for allowing the use of the text.