

## PRODUCT

Business Update (Balloon series)



British English

## GRADE

pre-intermediate  
intermediate

## METHOD

Business English for adults  
and young adults

## SCOPE

138

60-minute lessons

1,000+

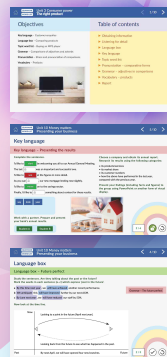
screens providing  
280 learning hours

Collections of essential language  
Grammar and Vocabulary tools  
Dynamic learning paths

## PACKAGES

SCORM  
HTML5

WCAG



Based on material  
published by  
**GARNET**  
EDUCATION

**BUSINESS UPDATE**

Designed  
and created by  
**msm**  
STUDIO

mobile solution  
dealing with messages  
functions and fill in the number that you must press on the telephone keypad to activate a

Presenting your business  
A good year  
Imagine you are attending the Annual General Meeting of a large company. What do you think would happen? Have you ever had to present your company details? If so, what topics did you cover? Listen to the chairman presenting Coventry Building Society's annual report. Answer the questions.

### Vocabulary - describing graphs

Label the graphs.

Unit 10 Money matters  
Presenting your business

Unit 10 Money matters  
Presenting your business

### A good year - annual report

Listen and complete the sentences.

Coventry Building Society has reported a pre-tax profit of £19 million. This has increased by 12% over last year.

Coventry has 11% of the UK mortgage market. The mortgage lending stands at £1.2 billion.

400,000 customers opened new savings accounts last year.

### Business accounts

Listen and decide which graph is correct for each type of account.

### Grammar topics

Verbs - tenses and aspects

- Present simple
- Present progressive
- Present perfect simple
- Past simple
- Past progressive
- Past perfect simple and progressive
- going to for intentions
- will for future facts and the future perfect
- ing forms or infinitives
- ing forms used as nouns (gerunds)
- The passive
- It as a preparatory subject

Modal verbs

- can: must
- should and ought to
- had better
- have to and must

Modal verbs in the past

- had to and must have for obligation and deduction
- could for past ability

Conditionals

- Zero and first conditionals
- Second conditional

Other topics: Question forms, Reporting speech, Link words and connectors, Relative clauses, Adverbs and adjectives, Modifiers before a noun.

### Objectives

Key language - Getting information  
Language box - Future forms  
Grammar - the future  
Pronunciation - stressed and unstressed future forms  
Vocabulary - banking words

### Grammar - future forms

Choose the correct future form to complete the sentences.

a I am going to start my own business. Here is my business plan.

b I have just made an appointment with the landlord and I am signing the lease tomorrow.

c There is anyone in the Athens office tomorrow - it's a public holiday.

d She more people, but she's not sure how many at this stage.

e I told him it is urgent, so he is going to call me back before 3 o'clock today.

f I don't think I will my business next year.

g We to extra staff in the next couple of weeks. Can you help us?

h Thank you for helping me to decide. I think I am going to open a Business Growth account next month.

### Unit 5 Telephone talk

A mobile solution

What are the equivalents?

- See you later
- All the best
- Are you free to talk?
- Go for it
- So you at 5
- I'm going to be late
- Get busy - not before
- No! No! No!

### Obtaining information

Why does the client call Murrays Computer Co.?

Where did the client first see information about Murrays Computer Co.?

At the end of the conversation, what does the client decide?

I'd like to ask you about laptops and notebooks.

Mark any of the following that you hear in the dialogue.

### Pronunciation - th /ð/ and d /d/

Do you know how to pronounce these words? Listen and check your pronunciation.

a than - Dan  
b there - dare  
c they - day  
d then - den  
e through - dough  
f brose - doze  
g bread - breathe  
h used - sooth  
i listen - seed

Listen and repeat.

### Units 1-5 Progress check

#### Report

Greetings	100.00%	Well done! You are familiar with Key Language exercises.
Key language	30.00%	Revise Key Language functions. Go to Unit 3, Move on to 4. Arriving at work, in the office and Unit 5, How does it taste.
Language work A	100.00%	Well done! You know how to use Auxiliary verbs. Press lessons.
Language work B	0.00%	Revise how to use modal verbs. Go to Unit 2, The first, lessons.
Vocabulary A	100.00%	Well done! You are familiar with words connected with work.
Vocabulary B	0.00%	Revise words connected with work tasks. Go to Unit 1, The first, lessons.
Vocabulary C	100.00%	Well done! You are familiar with words connected with work.

Total score: 65.3%

### Language box

#### Grammar box - Adjectives and adverbs

Mark in each sentence the verb of movement and the word describing the movement. Next choose if this word an adjective or an adverb.

Overdraft packages seem to be rising sharply.

We have seen a rapid rise in credit card sales.

Business Builder sales have slowed down gradually.

The market appears to be shrinking dramatically.

The business accounts sector has seen a steady increase over the last few years.

Put the words in order.

credit, card, sales, are, rising, rapidly.

insurance, sales, in, growth, there, dramatic.

the economy is, gradually, slowing, down.

### Grammar - adjectives and adverbs 1

Put the words in order and describe the trend which is on the graph.

interest, rates, have, risen, slowly

have, account, sharply, fallen, business, sales

overdraft, dramatically, sales of, have, plunged, facilities

the numbers of, customers, have, new, gradually

### Unit 3 Consumer power

#### Testing Issues

### Listening to a report

Listen to the short report on labour conditions in San Salvador and answer the questions below.