

PART ONE 13 BA	ASIC UNITS		
Unit 1: CVs and interviews			11
Grammar Revision:	The Indefinite Tenses		
	Numerals (numbers, dates)		
Word formation: Suf	ffixes of nouns		
Intonation: General,	, special and tag-questions		
Basic function: Aski	ng questions in an indirect way		
<b>Texts and Dialogues</b>			
Unit 2: Appointments, introductions			30
Grammar Revision:	The Continuous Tenses		
	Construction to be going to do smth		
	Ways of expressing the future		
	if- and when-clauses		
Word formation: Co	nversion		
Words: a visit, to visit	it		
Basic function: Than	ıking		
Dialogues and Letter	rs .		
Unit 3: Telephoning			50
Grammar Revision:	The Perfect Tenses		
	Modal verbs can/could, may		
Word formation: Suffixes of adjectives			
Construction: would	like to do smth		
Intonation: Statemen	ıts		
Basic function: Apo	logising		
<b>Texts and Dialogues</b>			
Unit 4: Business trips (airports, hotels)		71	
Grammar Revision:	The Perfect Continuous Tenses		
	Modal verbs must, should, ought, shall		
Words: to go, to com	e, to fly, to arrive, to stay, to leave		
Basic function: Dire	5		
Intonation: Alternative questions			
Dialogues, Announcements, Letter			

Unit 5: Small talk	94
Grammar Revision: The equivalents of modal verbs	
Words: to have, have got	
to do — to make	
too — either	
Word formation: Suffixes of adverbs	
Basic function: Wishes	
Intonation: Echo questions	
Text and Dialogues	
Unit 6: Companies	115
Grammar Revision: The Passive Voice of the Indefinite Tenses  Modal verbs and Passive Infinitives  many — much	
Word formation: Prefixes re-, over-, under- and others	
Construction: there is a document to study	
Basic function: Requests and asking for permission	
Texts, Dialogue, Letter	
Unit 7: Sales	134
Grammar Revision: The Passive Voice of the Continuous Tenses $few - a few$ , $little - a little$	-8
Word formation: Suffixes of verbs	
Basic function: Correcting	
Constructions: had better	
would rather	
to be interested in smth/doing smth	
Texts, Dialogues, Letters	
Unit 8: Contracts	153
Grammar Revision: The Passive Voice of the Perfect Tenses Countable and uncountable nouns	
Construction: so do I / neither do I	
Basic function: Agreement and disagreement	
Word formation: Compounds	
Texts, Dialogues, Letters	
Unit 9: Marketing, advertising, Public Relations	170
Grammar Revision: The Rules of the Sequence of Tenses	
Degrees of comparison of adjectives and adverbs	
Word formation: Negative prefixes	
Basic functions: Polite commands, negative requests, written requests	
Construction: managing director	
Texts, Dialogues	
Unit 10: Company meetings and decisions	188
Grammar Revision: Modals and the Rules of the Sequence of Tenses	

another — other — others		
The use of articles with names of companies, ba	nks, titles	
Words: to speak — to say — to tell		
Construction: to ask smb to do/not to do smth		
Basic function: Presenting ideas		
Texts, Dialogues, Memorandum		
Unit 11: Costs and production	208	
Grammar Revision: Modals + Perfect Infinitives		
Complex Object		
Articles with names of goods and commodities	8	
Words: hundred, thousand, million		
cost, price, value		
to increase to/by		
Basic function: Giving advice		
Texts, Dialogues		
Unit 12: Payments	224	
Grammar Revision: The Conditional Mood	224	
would		
Numerals (decimals and fractions)		
Articles with names of documents		
Construction: to have smth done		
Words: like, as		
Basic function: Emphasising a point		
Texts, Dialogues, Letter		
Unit 13: Finance and the company		
Grammar Revision: Participles		
Absolute forms of possessive pronouns		
Possessive Case of nouns		
Articles (a 10% discount)		
Constructions: to suggest/recommend that smb should do smth		
to wish smb did smth		
to wish smb had done smth		
Basic functions: Possibility and probability		
Texts		
PART TWO 50 BUSINESS-LIFE EPISODES	262	
Preparing and realising a seminar in London		
APPENDICES	316	
Appendix 1. English-Russian Glossary	316	
Appendix 2. British-American English		
Appendix 3. Phrases from Business Correspondence	348	
Appendix 4. Abbreviations in Business Correspondence	370	
	9	
	9	