## Handout for Learners of Business English

1	Α	Introducing and greeting, socializing		5 8
1	В	Revision of questions		8
2	Α	Making and changing appointments		10
2	В	Giving directions, imperatives		13
3	Α	Reporting, describing graphs		16
3	В	Simple and progressive tenses, language of meetings		19
4	Α	Writing business letters		23
4	В	Conditional clauses		26
5	Α	Applying for a job, writing a CV		28
5	В	Verbs + ing or infinitive	期間	31
6	Α	Chairing a meeting, discussions		33
6	В	Reported speech		36
7	Α	Giving talks and presentations		38
7	В	Reported questions		41
8	Α	Economics and economy		43
		Most common passives, tense review		46