

## Other features

In addition to the eight main units, the Student's Book contains the following:

### Business fundamentals

This opening section introduces you to basic business principles and vocabulary. It provides a solid foundation for you to build on in the course and will help you get the most out of all components of *The Business 2.0*.

### Reviews

These units can be used in three ways: to consolidate your work on the units, to catch up quickly if you have missed a lesson, and to revise before tests or exams.

### Additional material

This section contains all the extra materials you need to do pairwork or group work activities.

### Grammar and practice

This section gives a useful summary of grammar rules with clear examples, and also provides further practice of the essential grammar points in this level of the course.

### Recordings

Full scripts of all the audio recordings are provided, allowing you to study the audio dialogues in detail. However, try not to rely on reading them to understand the listenings – very often you don't need to understand every word, just the main ideas.

### Glossary

In most modules, there is a short glossary of words you may not know. The definitions for these are in the Glossary at the back of the book. Words in red are high-frequency items, which you should try to learn and use. The others, in black, are words you just need to understand.

## eWorkbook

*The Business 2.0* eWorkbook provides everything you would find in a printed Workbook, as well as extra multimedia resources. It is mainly intended for self-study or home study and contains material to support and enhance the activities in the Student's Book.

### Language practice

This section contains activities to consolidate the language presented in the Student's Book. You can practise grammar, vocabulary, listening, pronunciation, reading and writing.

### Watch

This section contains a video clip and worksheet to accompany each unit in the Student's Book. The video clips are episodes of a mini-drama that illustrate the communication and people skills in each unit. The exercises allow you to practise the functional language in the video.

### Tests

You can test yourself at any point in the course using the eWorkbook, by setting either the time or the number of questions. Your test scores are recorded for your reference.

### Print and work

This section offers a pen-and-paper version of the activities in the Language practice section. You can also download the audio tracks required for these activities.

### Grammar help

You can refer to this section for helpful grammar rules and examples.

### Word lists

This section contains the keywords and definitions from the Vocabulary modules in the Student's Book.

### Dictionary

Use the Dictionary Tool to link to the *Macmillan Dictionary* online <http://www.macmillandictionary.com>.

### Writing tips

This section provides explanations and exercises on aspects of writing, such as spelling, punctuation and paragraphing.

### Listen

This section contains all the audio recordings from the Student's Book and eWorkbook, together with the audioscripts. You can download all the material in this section to a mobile device for listening on the move.

We sincerely hope you will enjoy working with *The Business 2.0*. Good luck!

John Allison   Rachel Appleby   Edward de Chazal