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Title	Business Venture: 3rd Edition	Business Basics Business Objectives	Business Essentials	Business one : one	International Express: 3rd Edition	Business Result
Skills						
Key words	<ul style="list-style-type: none"> <li>Flexible modular structure</li> <li>TOEIC® practice</li> <li>Short course</li> </ul>	<ul style="list-style-type: none"> <li>Authentic texts</li> <li>Pronunciation</li> <li>Recycled language</li> </ul>	<ul style="list-style-type: none"> <li>Flexible modular structure</li> <li>Grammar and communication focus</li> <li>Short course</li> </ul>	<ul style="list-style-type: none"> <li>Small classes</li> <li>Flexible order</li> <li>Interactive self-study</li> </ul>	<ul style="list-style-type: none"> <li>General &amp; business English</li> <li>Practical</li> <li>Travel</li> <li>Workplace</li> <li>Socializing</li> </ul>	<ul style="list-style-type: none"> <li>Communicative</li> <li>Ready-to-use business skills</li> <li>Real-world case studies</li> <li>Student Book &amp; Skills Book Pack</li> </ul>
Age range	18+	18+	18+	22+	18+	22+
Components	   	   	 <ul style="list-style-type: none"> <li>Downloadable Teacher's Guide</li> </ul>	  	  	   
Hours per level	30-45	45-100	45-100	20-50	40-80	40-80
Online Resources						
More info	Main p. 51 Index p. 87	Index p. 87	Index p. 87	Index p. 87	Main p. 50 Index p. 99	Main p. 52 Index p. 87

This level chart is only a rough guide to the approximate levels of Oxford books.  
このレベルチャートは、各教材がおおよそどれくらいのレベルに対応するかを弊社が独自の判断で示したものです。



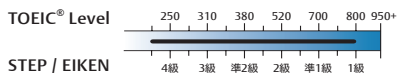
Successful Series	Express Series			Oxford English for Careers	Tech Talk
<ul style="list-style-type: none"> <li>• Video-based</li> <li>• Presentations</li> <li>• Meetings</li> <li>• Corporate training</li> <li>• Class or self-study use</li> </ul>	<ul style="list-style-type: none"> <li>• Skills/professions/ industry-specific</li> <li>• Specialized</li> <li>• Practical</li> <li>• Short course</li> </ul>			<ul style="list-style-type: none"> <li>• Commerce</li> <li>• Finance</li> <li>• Medicine</li> <li>• Nursing</li> <li>• Oil and Gas</li> <li>• Technology</li> <li>• Tourism</li> <li>• Engineering</li> </ul>	<ul style="list-style-type: none"> <li>• Technical</li> <li>• Industrial</li> <li>• Scientific</li> </ul>
22+	22+			18+	17+
<ul style="list-style-type: none"> <li>• Downloadable Teacher's Guide</li> </ul>	<ul style="list-style-type: none"> <li>• Work skills 6 titles</li> </ul>	<ul style="list-style-type: none"> <li>• Professions 7 titles</li> </ul>	<ul style="list-style-type: none"> <li>• Industries 8 titles</li> </ul>		
25-30	20-30			40-70	45-70
Index p. 124	Main p. 53 Index p. 96			Index p. 109	Index p. 125

# International Express: 3rd Edition

Rachael Appleby, Angela Buckingham, Keith Harding,  
Alastair Lane, Marjorie Rosenberg, Bryan Stephens and Frances Watkins



**5** levels Beginner to Upper-Intermediate  
入門から準上級



**A course for adult professionals who need English for general and work contexts**

日常生活と職場の両方で英語を使用する方におすすめのコースブック

- Balance of general and business English directly relevant to adult professionals.
- Video clips in every unit improve students' listening and speaking skills.
- Mature lifestyle topics and authentic international contexts reflect working adult needs and interests.
- ビジネスで英語を使用する学習者向けに、日常生活と仕事上の両方で使う表現をバランスよく紹介しています。
- リスニング力とスピーキング力の向上のために、各ユニットにビデオクリップを含んでいます。
- 社会人の実生活に合った題材や国際的な場面における実際のコンテンツを用い、学習者中心のアプローチで実践的なスキルを養います。

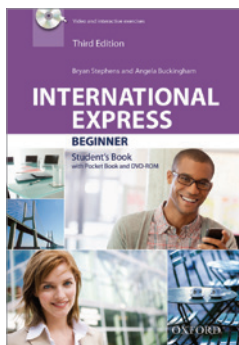
**SB** 10 units; listening scripts; answer keys; pocket reference guide; DVD-ROM: activities; video  
全10ユニット、オーディオスクリプト、解答集、レファレンスガイド、DVD-ROM (アクティビティとビデオ)

**CD** Full class audio  
教材に対応した全ての音声

**TRB** Course introduction; teaching notes; listening scripts; answer keys; tests; photocopiable materials; DVD: videos for each unit, printable worksheets  
コース概要、指導ガイド、オーディオスクリプト、解答集、テスト、コピー可能なアクティビティ、DVD (各ユニットのビデオ、印刷可能なワークシート)

## Other Components

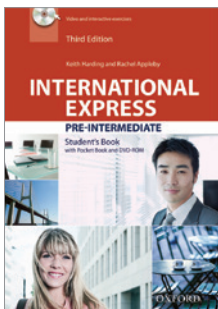
- Can-do list available



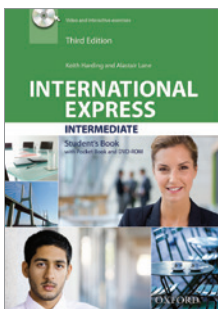
Beginner



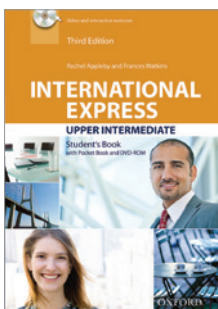
Elementary



Pre-Intermediate



Intermediate



Upper-Intermediate

## 2 Getting to know you

### Grammar be: questions and negatives

**INTRODUCTION 1** 2.1 Adriana and Tim talk to people at the Water Conference. Listen and complete the profiles with this information.  
project manager Dubai Osaka architect designer the Emirates

 Surname: Apaydin First name: Mona Age: 28 Country: _____ City: _____ Job: _____ Married: Yes _____	 Surname: Aoki First name: Toshiko Age: 35 Country: Japan City: _____ Job: _____ Married: Yes _____	 Surname: Aoki First name: Kimiko Age: 33 Country: Japan City: Osaka Job: _____ Married: Yes _____
--	--	---

**2** 2.2 Tim and Adriana check the details of two people. Listen and complete the profiles with this information.  
Spain engineer doctor France

 Surname: Bonnier First name: Yvette Age: 45 Country: _____ City: Bordeaux Job: _____ Married: No _____	 Surname: Gonzalez First name: Edmundo Age: 40 Country: _____ City: Seville Job: _____ Married: No _____
--	---

**3** Look at the profiles. Choose the best answers.

- Is Edmundo an architect? a Yes, he is. b No, he isn't.
- Is Mona from the Emirates? a Yes, she is. b No, she isn't.
- Are Toshiko and Kimiko from Japan? a Yes, they are. b No, they're not.
- Yvette, are you a doctor? a Yes, I am. b No, I'm not.
- Toshiko and Kimiko, are you married? a Yes, we are. b No, we're not.

16 Unit 2 Grammar ■■■■

International Express Beginner Student Book

### Focus

**Read the examples.**

Question	Positive answer	Negative answer
Are you a manager?	Yes, I am.	No, I'm not.
Is she an architect?	Yes, she is.	No, she isn't.
Are you married?	Yes, we are.	No, we're not.
Are they from Japan?	Yes, they are.	No, they're not.

**Complete the rules.**  
To make a question, we use \_\_\_\_\_ + you; \_\_\_\_\_ + he, she, it.  
To make negatives, we use I + \_\_\_\_\_ + not; he, she, it + \_\_\_\_\_ + not; you, we, they + \_\_\_\_\_ + not.

For more details and practice, go to the Review section on pages 22 and 23.

### PRACTICE 4

**Complete the conversations.**

- Adriana: Hello, \_\_\_\_\_? Adriana: \_\_\_\_\_? Yvette Bonnier?  
Yvette: Yes, \_\_\_\_\_?  
Adriana: \_\_\_\_\_? Adriana: \_\_\_\_\_? Yvette?  
Yvette: Yes, \_\_\_\_\_?  
Adriana: And \_\_\_\_\_? a teacher?  
Yvette: No, \_\_\_\_\_? \_\_\_\_\_? an engineer.
- Adriana: \_\_\_\_\_? Toshiko? Adriana: \_\_\_\_\_? We're from Osaka.  
Adriana: So, are you both engineers?  
Kimiko: No, \_\_\_\_\_? I'm a project manager.  
Toshiko: And I'm a designer.

**5** 2.3 Listen and check your answers.

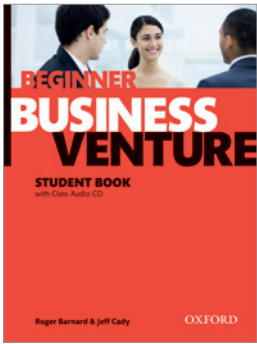
**6** Work in pairs. Practise the conversations in 4.

**7** Work in pairs. Talk about people in 1 and 2.  
Example A: Is Edmundo an engineer?  
B: No, he isn't. He's a doctor.

**TASK 8** Ask five students questions about countries and jobs.  
Example A: Are you from [country]?  
B: Yes, I am / No, I'm not. I'm from [country].  
A: Are you a/an [job]?  
B: Yes, I am / No, I'm not. I'm a/an [job].

**9** Report back to your partner.  
Example A: (Pia) is from \_\_\_\_\_. She's a/an \_\_\_\_\_.  
B: (Maria and Max) are from \_\_\_\_\_. They're \_\_\_\_\_.

■■■■ Grammar Unit 2 17



Beginner



Level 1



Level 2



# Business Venture: 3rd Edition



▶▶ Index p. 87

Roger Barnard, Jeff Cady, Angela Buckingham, Grant Trew and Michael Duckworth

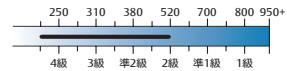


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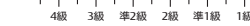
levels

Beginner to Pre-Intermediate  
入門から準中級

TOEIC® Level



STEP / EIKEN



A short, up-to-date course for low level in-work and pre-work business students

学生・社会人向け、3レベル構成の初級ビジネス英語教材

- Written with Japanese students in mind, this course is ideal for low-level business English classes.
- With material for 30 to 45 class-hours, this is perfect for shorter courses.
- 20 pages of TOEIC® test training and practice are included in the Student Book (levels 1 and 2).
- Focus on language and skills that students need in the business world and can use straight after the lesson.
- 日本人学習者向けに書かれたコース。初心者レベルのビジネス英語学習者に最適。
- 30~45時間で終了できる短時間のコースです。
- Student Book (レベル1と2)の中には20ページにわたるTOEIC®の練習問題が収録されています。
- 実際のビジネスの場面で必要とされる表現とスキルを重点的に学ぶことで、すぐに実践に移すことができます。

**SB** 12 x 6-page units; full class audio & TOEIC® online practice test via [www.oxfordenglishtesting.com](http://www.oxfordenglishtesting.com)  
全12ユニット (各6ページ)、クラス用全音声、TOEIC®対策リンク ([www.oxfordenglishtesting.com](http://www.oxfordenglishtesting.com)) 付

**WB** Extra activities with answer key  
追加練習問題と解答集

**TB** Clear teaching notes; photocopiables; progress tests  
教師用ガイド、コピー可能なリソース、プログレステスト

**iTools** Classroom presentation tools—Student Book and Workbook on screen, audio, answer keys, teacher's resources  
スチューデントブックとワークブックを大画面で表示できる教室用指導ツール、音声、解答集、教師用リソース



## 3 Schedules and appointments

**MODULE 3.1** Talking about schedules  
What's Paul doing at 9.30?  
He's giving a presentation.

**MODULE 3.2** Days, dates and times  
meet Monday  
a week from next Monday  
on Tuesday  
at 2.00  
this weekend  
in the afternoon  
at the beginning of October  
mid-September

**MODULE 3.3** Arranging a meeting  
Can we meet sometime this week?  
Can you manage 2.00?  
Would 2.30 be okay?  
How about tomorrow morning?  
I am busy in the morning.  
I'm not in the office next week.  
I'm free all afternoon.  
2.00 is fine.

**MODULE 3.1** Talking about schedules

**LISTENING**

- Look at the photo. Describe the situation.
- Paul Rodgers is a publicity manager for a travel agent. He calls a colleague, Ken Ito, to arrange a meeting.
- Listen to the dialog. What time do they agree to meet?
- Listen again. Check the correct answers and write the time of each appointment.

Paul Rodgers	Ken Ito	Schedule	Time
		give a presentation	9.30
		meet the printer	
		have a working lunch	
		visit a client	
		leave for San Diego	

**SPEAKING**

Work with a partner. Take turns asking and answering questions like this:

- What's Paul doing at 9.30?
- He's giving a presentation to the board.

**UNIT 3** Schedules and appointments

Business Venture Student Book 2

## MODULE 3.2 Days, dates and times

**WRITING**

Today is Monday. Write the phrases in the correct box in the diary, e.g. tomorrow 8 Tuesday.

tomorrow	a week from next Monday	next Monday
this weekend	next weekend	this Thursday
today	the day after tomorrow	

**Calendar**

March	Diary	7	14	21
Monday	TODAY 15:30 Attend a Sales Meeting			
Tuesday		8	15	22
Wednesday		9	16	23
Thursday		10	17	24
Friday		11	18	25
Saturday		12	19	26
Sunday		13	20	27

**SPEAKING**

**Student A** Turn to page 80.  
**Student B** Turn to page 84.

Complete Paul's schedule by taking turns asking and answering questions. Use the phrases above. Start like this:

- What's Paul doing today?
- He attending a sales conference at 3.30. What's he doing on Wednesday?

**UNIT 3** Schedules and appointments

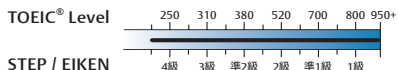
# Business Result

▶▶ Index p. 87

David Grant, John Hughes, Rebecca Turner, Jane Hudson, et al.



**6** levels | Beginner to Advanced  
入門から上級



Teaches language that students can take straight to work

教室で学習したことがすぐにビジネスの現場で活かせます

- Communicative syllabus provides business skills that students can use right away.
- Starter level—short foundation course with basic English in a business context.
- Extra exercises for advanced students or for homework.
- 会話重視のシラバスにより、実践的なビジネス英語のスキルが学習できます。
- Starterレベルではビジネスで最低限必要な基礎の英語を習得します。
- 進度の速い生徒向けの追加エクササイズや宿題も充実。

**SB** 8–12 units; interactive Workbook and video on DVD-ROM; practice files  
全8～12ユニット、インタラクティブワークブックとビデオを収録したDVD-ROM、練習問題

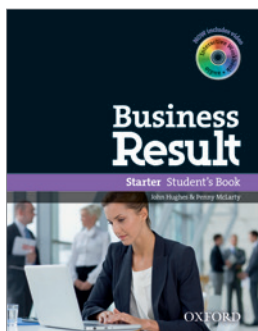
**TB** Teacher training DVD; progress tests; DVD worksheets  
教師用トレーニングDVD、実カテスト、DVDワークシート

**CD** Full Student Book audio  
スチューデントブックに対応した全ての音声

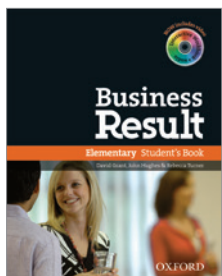


### Other Components

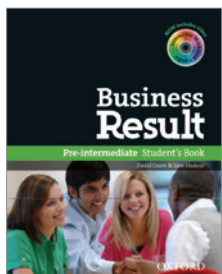
- Student Book with DVD-ROM and Skills Book Pack
- Can-do list available



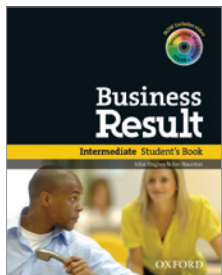
Starter



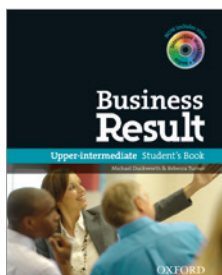
Elementary



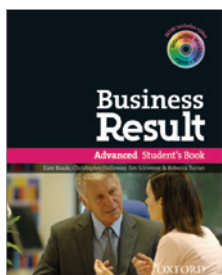
Pre-Intermediate



Intermediate



Upper-Intermediate



Advanced

**Business communication skills**

**Context**  
Dermot and Johanna are leaders of two different teams in a financial services company. They have been given the task of creating a third team from their existing staff to set up a new branch in another country.

**Meetings | Negotiating solutions**



**1 350** Read the Context. Listen to the first part of the meeting Johanna had with Dermot. Who put forward these proposals? Which one did they decide on?  
1 Identify the most capable workers and send them.  
2 Select three people from each team, based on their individual strengths.  
3 Take on two contract workers and use just four internal staff.

**2 350** Match 1–7 to a–g to make phrases. Then listen again and check.  
1 What we need ...  
2 The areas we need ...  
3 If we did that ...  
4 How about we look ...  
5 Supposing we stretch the budget a little ...  
6 If we only have four experienced staff in the new team ...  
7 I'm happy ...  
a we'd end up with two weaker teams ...  
b to discuss are ...  
c to decide on today is ...  
d with that ...  
e why don't we take on two contract workers ...?  
f all our team members' individual strengths?  
g we won't lose our best workers.

**3 360** Listen to the second part of the meeting, Johanna and Dermot negotiating the new team. Correct the notes Johanna made at 1.

**4 360** Listen again and complete these phrases.  
1 Let's ... the situation.  
2 I ... you three, but ...  
3 If you ... Brett, I ... Jamie, ... from my team.  
4 I ... Brett to be on the team.  
5 the trainees with ...  
6 ... this list to HR before Friday, we ... anyone.  
7 So, ... if I send Brett ... you'll send Sabrina ...  
8 I ... that ...

**Tip | What**  
Use what's at the beginning of a statement to emphasize what you're going to say.  
What I propose is ... / What I suggest is ... rather than I propose / I suggest.

▶▶ For more exercises, go to Practice file 9 on page 118.

Business Result Upper-Intermediate Student Book

**Online Interactive Workbook**  
Available on DVD-ROM included with the Student Book and online via the access code in the Student Book.

Business Result Elementary | Content | Tracking | Class Tools | Communication | Resources | Advanced Tools

Unit 1 | Video activity 1

Video activity 1

Complete the questions with the correct verbs. If you need help, watch the video.

1. Hello, [ ] I [ ] you?  
2. Can you [ ] here please?  
3. How [ ] you?  
4. I [ ] fine thanks, and you?  
5. [ ] you [ ] a coffee?  
6. [ ] you [ ] a minute?

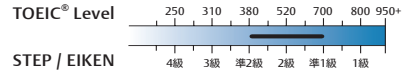
00:00 / 02:42

Try again | Reset | Submit

# Express Series



Intermediate / 中級



Short specialist courses that can be applied immediately outside the classroom

ビジネスの場面ですぐに実践できる専門分野の英語に重点を置いた教材

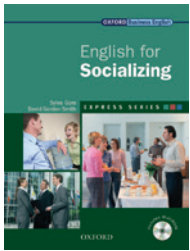
- Offers learners language for different industries, professions and skills.
- Can be used to supplement a regular coursebook or as a stand-alone intensive specialist course or for self-study.
- Offers a wide range of stimulating exercises and hands-on tasks to give students immediate practice.
- Specific skill focus makes this series great for corporate training.

- それぞれの業種や職種、専門的なスキルに対応した英語が学習できます。
- 他のコースブックとの併用はもちろん、単独での使用も可能で、自主学習用にお使い頂くこともできます。
- 多様な練習問題や実務的なタスクが充実しており、すぐに使える英語が身につきます。
- 習得技能の分野が明確に絞られており、企業の語学研修にも最適です。

**SB** 6-8 units each 6-11 pages long with Multi-ROM (Aviation with CD-ROM & Audio CD); answer keys 全6~8ユニット (各6~11ページ)、Multi-ROM付 (AviationのみCD-ROMとCD付)、解答集



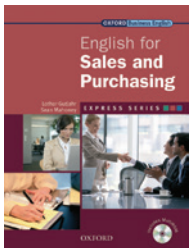
Presentations



Socializing



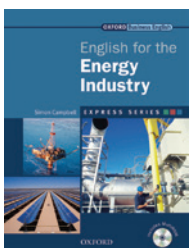
Customer Care



Sales and Purchasing



Aviation



Energy Industry

**3** 'Let me get back to you on that.'

**STARTER** Look at these voicemail greetings from four different companies. Which is the best, in your opinion? Why?

1. Hello. You've reached No. 10 Design. Leave a message.
2. You've reached Fusion Engineering. Unfortunately no one is available to take your call at the moment. You can call back during normal office hours. Leave a message after the beep and we'll call you back as soon as we can.
3. Hello. Fusion Financial Services. Just Parker speaking. There's no one here at the moment, but you can leave a message after the beep and we'll call you back as soon as we can.
4. Hi, this is Cecilia's voicemail. If it's urgent, please contact Jeff. Using extension 439. Thanks.

**Does your company or do you have a voicemail greeting in English? If so, what is it? If not, work with a partner to write one.**

**NOTE** Some people still say answering or answering machine for voicemail.

**1** Listen and write down the messages.

**MESSAGE 1**  
To: Richard Grogan  
From: \_\_\_\_\_

**MESSAGE 2**  
To: \_\_\_\_\_  
From: \_\_\_\_\_

What is wrong with the second message? What would your reaction be if you received it?

**2** Listen to the voicemail greeting and the first caller's message again and complete the sentences.

You're \_\_\_\_\_, Lena Logothia. \_\_\_\_\_ no one is \_\_\_\_\_ to take your call at the moment. Please \_\_\_\_\_ a message after the \_\_\_\_\_.

\_\_\_\_\_ is Walter Jackson \_\_\_\_\_ for Valeria Giugliani. Maybe you can \_\_\_\_\_ back to me as soon as you've \_\_\_\_\_ the date and time with everyone. I think you have my number already, but here it is \_\_\_\_\_, just in \_\_\_\_\_.

Hope to speak to you \_\_\_\_\_.

**HOW TO STRUCTURE A MESSAGE**  
It's important to structure your message clearly when you speak on an answering machine. Here is one way to do it.

- Say who you are and (if necessary) who you are leaving the message for. Hello, this is ... calling for ...
- Explain the message being taken. I'm calling about ... / I just wanted to confirm ...
- Say what action you would like the other person to take (if any). Maybe you could get back to me ... / Could you call me back ...?
- Make sure the other person knows how to contact you. Here's my number ... / You can reach me on ...

Don't forget to keep your message as short as possible and to talk slowly and clearly.

**3** First call Walter Jackson back (message 1) and leave a message on his voicemail to confirm the date and time of the meeting. Then use your notes from exercise 2 to rewrite Seth Prescott's message (message 2).

**4** Work with a partner. Use your information in the Partner Files to practice leaving messages.

English for Telephoning

**Work Skills**

English for Meetings

English for Meetings

English for Meetings

Emails  
Meetings  
Negotiating  
Presentations  
Socializing  
Telephoning

**Professions**

English for Accounting

English for Accounting

Accounting  
Customer Care  
Football  
Human Resources  
Legal Professionals  
Marketing and Advertising  
Sales and Purchasing

**Industries**

English for Cabin Crew

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Automobile Industry  
Aviation  
Cabin Crew  
Energy Industry  
Fashion Industry  
Logistics  
Pharmaceutical Industry  
Telecoms and Information Technology

See Also  
International Express (p. 50)