

INTRODUCTION

THE NEED FOR THIS BOOK

Foreign languages are the communicative means of bridging the gap between cultures and people (Vesselinov, 2019a, p. 7). At the University of National and World Economy (UNWE) – Sofia, Bulgaria, the foreign language teaching is organized and carried out by the lecturers at the Department of Foreign Languages and Applied Linguistics, Faculty of International Economics and Politics, who periodically update their syllabuses and regularly publish textbooks and workbooks for the different majors (Vesselinov, 2019b, p. 180).

Along with studying English as a first or second foreign language, UNWE students of Economics or Political Science also study Spanish, French, Russian or German. They have already passed the entrance examination in the respective foreign language, and their specialized language training at UNWE builds on specific language skills in their chosen field, in which they intensively acquire socio-political and/or economic terminology (Koch-Kozhuharova & Kozhuharova, 2014, p. 5). In accordance with the principles underlying the Common European Framework of Reference for Languages, the organization of language teaching and its subsequent evaluation are based on learners' needs, motivation, characteristics and potential (Koch-Kozhuharova & Kozhuharova, 2012, p. 5). The UNWE students can sit the Final Examination in their first foreign language (level C1) after they have completed their second year of studies. The need for this book arises from the lack of sufficient contemporary teaching materials necessary not only for students' preparation for the Final Examination in English, but also for their acquaintance with today's business world.

Key Features

- ❖ ***Improve Your Business English Skills: Use of English*** is carefully designed to provide students with essential functional language in a business context.
- ❖ The workbook provides a learning solution for both students and teachers. It gives students the opportunity to optimize their study time inside and outside the classroom, while teachers can assign particular tasks to meet students' needs and track their progress.
- ❖ Each section is a fast track to achieving competence in a particular Use of English exam task and gives students the chance to fully understand and practise it before going on to tackle the 10 complete tests.

HOW THE BOOK IS ORGANIZED

Improve Your Business English Skills: Use of English consists of three main sections, each one looking at a particular exam task, namely Multiple Choice Cloze, Open Cloze and Word Formation. Each section begins with a short introductory explanation and tips for the specific type of exercise. Useful expressions, phrasal verbs and collocations are offered, followed by exercises for further practice. After each section, there are 10 Exam Practice exercises. Section Four provides 10 complete Use of English tests which include all the above-mentioned types of exercises. The workbook also comprises two appendices and a full answer key.

TO THE STUDENT

The workbook is intended mainly for UNWE students of Economics and Business Studies preparing for the Use of English paper of the Final Examination, as well as students doing business and economics degree programs in other universities. It is aimed at advanced students of English who wish to polish up their skills in the difficult areas of structures and usage.

The success in the Use of English paper demands knowledge of the three main types of items tested: lexical items, lexico-grammatical items and grammatical items. The effective preparation for these parts must focus on all three types. Students must be aware of what to expect in each part of the examination and how to ‘use their English’ most effectively. The sections of the workbook, devoted to the different tasks, aim to help students become more aware of and build on their own language learning style and strategies. Hopefully, the present workbook will give them a vital advantage when it comes to taking the exam.

TO THE TEACHER

Improve Your Business English Skills: Use of English, designed for classroom and individual use, aims to assist students in passing the **Final Examination for UNWE students of Economics and Business Studies**, as well as other examinations at the same level of difficulty, such as **C1 Business Higher**, formerly known as Cambridge English: Business Higher (**BEC Higher**) and **C1 Advanced**, formerly known as Cambridge English: Advanced (**CAE**).

With the aid of passages taken from authentic sources, mainly *The Economist* and *The Financial Times*, published in the period Nov 2018 – Aug 2019, the workbook gives training in all the formal skills required for the Use of English paper of the Final Examination, and reinforces much of the teaching in the English for Specific Purposes (ESP) classes for UNWE students of Economics and Business Studies, included in the academic curriculum for the first two years of their majors.

Whole sections or some exercises can be used by teachers in order to explain or give practice in the vocabulary and grammar included in the workbook. Particular exercises (such as Exam Practice tests) could be given for homework and then checked in class and the correct answers explained.

THE FORMAT OF THE USE OF ENGLISH PAPER

The **Use of English paper** consists of the following tasks:

Part 1 Multiple Choice Cloze

Students are given a text containing 8–10 gaps, followed by 4-option multiple choice items.

Mainly lexical items (i.e. testing vocabulary) and lexico-grammatical items (containing both a lexical and grammatical element) are being tested, as well as some grammatical items in the form of linkers.

Students are required to draw on their lexical knowledge and understanding of the text in order to fill in the gaps, therefore the best preparation must focus on topic-based vocabulary, fixed phrases, collocations and grammatical linkers.

Part 2 Open Cloze

It is a gap-filling task where students must write ONE word to fill in each gap. Students should be able to use their knowledge of the structure of the language and understanding of the text in order to fill in the gaps. They need to focus on main grammatical items (modals, prepositions, pronouns, etc.), fixed phrases, collocations and phrasal verbs.

Part 3 Word Formation

It consists of a text containing 8–10 gaps, each of them corresponding to a word. The stems of the missing words are given beside the text or inside it and must be changed to form the missing word.

The focus of this task is primarily lexical. It tests the students' knowledge of how prefixes, suffixes, internal changes and compounds are used in forming words, so students must concentrate on them as well as seeing the gaps in the context of the sentence/text as a whole.

For further improvement of the language skills, this workbook can be used in conjunction with the following books, also published by current and former members of the Department of Foreign Languages and Applied Linguistics at UNWE:

Boycheva, Maya. (2016). *English for Economics and Business Studies*. Sofia, Bulgaria: UNWE Publishing Complex.

Bozoukova, Boika, Dimitrova, Diana & Bratanova, Kalina. (2012). *Test Your English*. Sofia, Bulgaria: UNWE Publishing Complex.

Перянова, Ирина & Апостолов, Стоян. (2014). *Държавен изпит по английски език в УНСС: 10 примерни теста*. София: Издателски комплекс – УНСС.

We hope teachers and students enjoy using this workbook and wish students good luck in their examinations.