

## INTRODUCTION

*Improve Your Business English Skills 2: Reading, Listening & Writing* is intended mainly for students of Economics and Business Studies at the University of National and World Economy (UNWE) preparing for the Final (State) Examination as well as students doing business and economics degree programs in other universities. This is the second book – a sequel to *Improve Your Business English Skills 1: Use of English* – and spotlights the other components of the exam – Reading, Listening, Writing and Summary. It provides focused training for advanced students of English who want to improve their skills in these areas. The book, which is suitable for classroom and individual use, aims to help students pass the **Final (State) Examination for UNWE Economics students**, 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**).

### Key Features

- ❖ *Improve Your Business English Skills 2: Reading, Listening & Writing* offers a variety of topics and tasks, aiming to equip students with essential skills and strategies in a business context.
- ❖ The book provides a learning solution for students, giving them the opportunity to optimize their study time, while teachers can incorporate particular tasks into a course of study.
- ❖ Each section includes a comprehensive overview of the Reading, Listening and Writing exam tasks and gives students the chance to fully understand and practise them before going on to tackle the 10 complete tests.

*Improve Your Business English Skills 2: Reading, Listening & Writing* provides training in all the formal skills required for the Reading, Listening, Writing and Summary sections of the Final Exam, and reinforces much of the teaching in the English for Specific Purposes (ESP) classes for UNWE Economics students included in the academic curriculum for the first two years of their majors. The book also includes three appendices: Coherence: Linking Words and Phrases, the A-Z List of Alternative Words and Vocabulary & Grammar to Improve Your Writing, which further help students to hone their skills in the relevant areas. Useful **exam tips** are provided throughout the book as well as enhanced answer

keys and audioscripts. The recordings can be accessed by either following the given link or scanning the QR code with any QR reader app for smartphones.

The individual sections of the book are authored as follows: Reading by *Lilyana Todorova-Ruskova*, Listening by *Radmila Kaisheva* and Business Writing & Summary by *Ophelia Pamukchieva*.

***Improve Your Business English Skills 2: Reading, Listening & Writing*** addresses the following sections of the Final Exam:

## **SECTION ONE: READING COMPREHENSION**

### **READING TASK ONE: Matching statements to parts of a reading passage**

The matching task consists of an authentic text divided into five short sections/ paragraphs labelled **A—E**. There is an example at the start, as well as eight statements, numbered **1-8**, that can only be matched with one of the paragraphs. Students must read the statements and locate the paragraphs to which they apply. The paragraphs are not ordered in the same way as the statements. The purpose of this exam task is to assess students' understanding of the statements and their ability to relate them to the meaning of the paragraphs where they are expressed differently. Each correct answer earns one point.

### **READING TASK TWO: Gapped text**

This task consists of an authentic reading passage with six sentences omitted, which students must complete by selecting the proper sentence. After the passage, there is a set of eight sentences (**A—H**) arranged in jumbled order, one of which is the example and another which does not fit any of the gaps in the text. Students must read the passage and select the most appropriate sentence to fill in the gaps. The exercise assesses students' comprehension of the meaning and structure of the passage, as well as its coherence and cohesion. Each correct answer is worth one point.

## SECTION TWO: LISTENING COMPREHENSION

### LISTENING TASK ONE: Fill in the gaps with up to three words or a number

The ability to listen for factual information is tested by filling in the gaps with up to three words or a number. The word(s) in the responses should be spelled correctly. Students must listen carefully and be prepared to reformulate some of what they hear because the gapped text on the question paper does not completely mirror what the speaker says on the recording.

### LISTENING TASK TWO: True/False statements

This is the other task type included in the Final Exam Listening Section. Students are expected to listen for general information and decide whether the statements are true or false.

## SECTION THREE: BUSINESS WRITING AND SUMMARY

**Business writing** encompasses a wide range of writing tasks, including **letters, emails, reports, and proposals**. Typically, two or three tasks are assigned, with only one to be chosen.

**The summary**, a succinct, accurate, and unbiased description of the original text, should be about one-third the length of the article. Most importantly, the summary should render only the essentials of the text, support or explain the central idea, and avoid any unnecessary details.

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

- Pamukchieva, Ophelia, Todorova-Ruskova, Lilyana & Gatev, Dilyan. (2020). *Improve Your Business English Skills 1: Use of English*. Sofia, Bulgaria: UNWE Publishing Complex.
- 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.

- Bratanova, Kalina. (2021). *Advanced English for International Relations and European Studies*. Sofia, Bulgaria: UNWE Publishing Complex.
- Перянова, Ирина и Апостолов, Стоян. (2014). *Държавен изпит по английски език в УНСС: 10 примерни теста*. София: Издателски комплекс – УНСС.
- Перянова, Ирина, Мирчева, Марияна, Бойчева, Мая и Апостолов, Стоян. (2021). *Англо-български тематичен речник на основни обществено-политически понятия*. София: Издателство “ТРАКИЯ-М”.
- Стефанова, Албена. (2015). *Примерни тестове за държавен изпит по английски като втори чужд език*. София: Издателски комплекс – УНСС.
- Стефанова, Албена. (2021). *Сборник с примерни тестове по английски като втори чужд език за специалности „МИО“, „МО“ и „Европеистика“*. София: Издателски комплекс – УНСС.

We hope that teachers and students enjoy using this book and that students do well in their exams.