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Executive Writing Skills for Managers deals with the English business writing you need at the top of your career. It focuses on writing English as a key business tool in international business which may have to be tailored for a multicultural readership. The invaluable guidance includes how to harmonize the English you and your teams use (for example, for performance evaluation, sales pitch etc) and introduces the notion of Word Power Skills 2.0 for unified writing that keeps everyone in the loop. The book is for anyone who has to excel in their English business writing and the guidance helps you understand how to write successfully for both a native or non-native English readership, avoiding the misunderstandings and other impediments to performance that can so easily arise. Copyright © 2019, ICLEL Conferences All rights reserved by ICLEL Conferences Cambridge English: Business Preliminary 5 provides four complete past

papers for the Cambridge English: Business Preliminary exam (also known as BEC Preliminary). These examination papers from University of Cambridge ESOL Examinations (Cambridge ESOL) provide the most authentic exam preparation available, allowing candidates to familiarise themselves with the content and format of the examination and to practise examination techniques. It also contains a comprehensive section of keys and transcripts, making it suitable for self-study. Audio CDs containing the audio material for the Listening paper and a Self-study Pack (Student's Book with Answers and Audio CDs) are also available separately. This volume fills an important gap in exploring English in the domains of business and commerce through the prism of sociolinguistics and the sociology of language, as opposed to analyzing business genres or taking a linguodidactic approach. It expands the regional coverage of English in Europe, with several studies based in Central Europe, and also considers contexts which interact with Europe even though they are physically outside of it (Asia, Africa). It addresses English as just one of several languages at play in the ecology of the countries. It focuses not only on the position of languages as declared in documents of various

organizations, that is, language policy, but also everyday linguistic practices as observed in business contexts, that is, interactions. The studies are divided into three thematic areas: ideologies and discourses on English in the business sphere, the management of English in business and organizational contexts, and English and other languages on local and international labor markets. It will be of interest to readers concerned with multilingualism in the economic sphere and the workplace and the interplay between macro and micro levels during the management of communication in organizations. Critical occupational vocabulary comes easily with the word games, puzzles, and exercises contained in this language workbook. Designed for nonnative speakers, the lessons are suitable for self-study or classroom learning. Sections on grammar, comprehension, pronunciation, and spelling are also included, making this book an invaluable companion for learning on-the-job English. How to Write Effective Business English gives guidance to both native and non-native English speakers on how to express yourself clearly and concisely. With case studies and real-life examples that demonstrate how English is used internationally in business, and full of ideas to help you get your communications right first time, How to Write Effective Business English sets the scene for describing the benefits of good Business English, ideal for multinational companies where communication is a priority. For native

English speakers, it may mean un-learning things you were taught at school and learning how to save time by getting to the point more quickly in emails; for elementary to immediate English speakers, it focuses on the areas that are easy to get wrong. How to Write Effective Business English draws on the author's wealth of experience, using real-life international business scenarios to develop your skills and provide you with some answers that even your boss might not know. You will learn a system to help you quickly and easily write emails, letters, CVs and more. Featuring sections on punctuation and grammar, and checklists to help you assess how you are getting on before moving on to the next stage, How to Write Business English has been praised by both native and non-native writers of English as an indispensable resource. Teach Business English provides a comprehensive introduction to Business English for teachers who are new to the field, and inspiration and guidance for those already involved in this area of teaching. This book deals with a range of issues from needs analysis and course planning to assessment and evaluation. It also suggests solutions to common teaching problems. The emphasis throughout is practical and a large part of the book focuses on classroom procedures. There are activities for all the major skill areas and most can be used with minimal preparation. Notes on key areas are included, as well as sample correspondence, test items, worksheets and forms. The quick-reference index allows for

easy access to the guidelines and classroom procedures. PLEASE NOTE - this is a replica of the print book and you will need paper and a pencil to complete the exercises. English for Everyone is an exciting and comprehensive self-study course for adults learning English as a foreign language. This course is a unique new series with a visual, engaging, and easy to follow style to make the English language easy to learn. Learn business English by reinforcing key language skills, grammar rules, and vocabulary with listening, speaking, reading, and writing exercises. This unique course is easy to use, starting at beginner level and working up to advanced English to help you grow in confidence as you learn. This Business English Beginner Course Book introduces business topics such as meetings and presentations, telephone language, company history, and business lunches. Audio material is provided at every stage through the English For Everyone website and Android/iOS apps to provide vital experience of spoken English and make even tricky phrases easy to understand. Perfect for personal study or to support exams including TOEFL and IELTS, English for Everyone is suitable for all levels of English language learners. Great Business English uses a unique phrase menu system to combine real business knowledge with the communication and language skills you need to do well at work. If you have intermediate or advanced English and need to do business with international colleagues or customers in English, then Great

Business English is perfect for you. Great Business English is written by, Hilary Moore, who has a PhD, a Masters in Business, and is a qualified language teacher. She has years of experience training business managers like you to communicate well in English. The book includes sections on: presenting, negotiating, small talk, making telephone calls, conducting meetings, talking about employees' skills, managing disagreement, and discussing business and sales results. There are also sections which list the most useful business verbs and vocabulary, with definitions and examples. It uses a unique 'phrase menu' method to support your learning. A supporting set of 3 CDs are easily available to purchase online, after ordering the book. The book is quick, practical and portable. It will give you the language that you really need for a successful international business career! Do you need to explain macroeconomics in the classroom? Would your students know what a hurdle rate is? This new edition of the Longman Business English Dictionary gives students an in-depth knowledge of all the vocabulary they need to survive in today's fast-paced business environment, whether they are students of business English or people already in work. You and your students will find it easy to understand complex business terms because all definitions are written using just 2000 common words, making even the most difficult business jargon clear and easy to understand. Make sure you know the latest buzz-words - this fully

revised edition is completely up-to-date. Students learn real-world business English from thousands of example sentences which are taken from authentic business English sources. Improve your students' chances of success in the BEC and BULATS exams, by introducing them to the interactive exam practice on the CD-ROM. Essential grammar reference and practice for anyone using English in a business context. Grammar for Business is a must-have for intermediate business students and anyone using English in the workplace. It provides clear explanations and authentic practice of the most essential language used in business English. Designed to help you improve your communication skills in real business situations, it includes a unique focus on spoken as well as written grammar, and practical tips on areas such as organising presentations, negotiating and giving your opinion. Ideal for classroom use and self study. We may all speak the same language, but getting to grips with grammar is the ultimate challenge. You could be puzzled by prepositions, confused by comparatives, or muddled over modals. Thankfully, this complete visual aid to everything in the English language sets you straight with a clear and concise format for easy understanding. The rules of English grammar are beautifully presented with eye-catching illustrations, step-by-step graphics, and straightforward explanations to help you learn. Suitable for English language learners at all levels, including experienced English

speakers looking for a recap of key language points, English Grammar Guide covers basic, intermediate, and advanced grammar. There is no stone left unturned when it comes to the English language. All kinds of problems are solved, including tenses, verbs, adverbs, clauses, superlatives, and questions. You are encouraged to spot patterns and sequences in language to see the similarities and develop greater understanding. After swotting up, test yourself with a range of speaking, reading, and writing exercises to see how far you have come. This essential grammar guide is part of DK's English for Everyone series, an exciting and educational self-study course to build up confidence and fluency. Whether you want to improve your grammar for school, study, exams (including TOEFL and IELTS), work, or travel, this is the perfect reading companion. English for Business Studies is a course for upper-intermediate and advanced level students who need to understand and discuss business and economic concepts. Short activities reflecting real-life business situations to complement both tailored and coursebook based materials. An invaluable source of ideas containing over 130 short activities for the language classroom. The words you need to communicate with confidence in business today. Vocabulary explanations and practice for advanced (B2 to C1) students and professionals looking to improve their knowledge and use of business English. This book is perfect for both self-study and classroom activities. It helps you to expand

your vocabulary with easy to understand explanations and practice exercises, learn business language in context with 66 different topics and skills, and be confident about what you are learning, thanks to Cambridge research into how business English is really spoken and written. Follow-up tasks and an easy to use answer key will help you to study by yourself. This text is aimed specifically at advanced level learners of business English. Primarily designed as a self-study reference book, it can also be used for classroom work. Business English: Communicating in today's business world provides teachers and learners of business English with essential theme-based activities for expanding English vocabulary and communication skills. Topics include: * business travel * e-mail writing * business English idioms * meetings * business phrasal words * investing * reading the newspaper * negotiating * real estate Grammar topics include: * business travel * e-mail writing * business English idioms * meetings * business phrasal words * investing * reading the newspaper * negotiating * real estate In a business world that spans several continents, it is no longer common for everyone to speak English as a first language. Whether you speak English as a first, second or even third language, intercultural business communication means that getting it right first time has never been more important for you and your organization. English can never be standardized in the global and digital marketplace; instead, we can learn how to

customize business English according to our own values and culture and communicate successfully across borders. Improve Your Global Business English creates an awareness in the reader of what to avoid and how to ensure that communications are correctly understood. Very readable and hugely instructive, Improve Your Global Business English provides practical self-study with quizzes, activities and worksheets, helping you to fine-tune your written communication. By mastering the basics, defining your readers and tailoring your message to them, understanding the conventions of different media and understanding cultures, you can enhance your reputation as a truly global, modern player in today's marketplace. If you want your messages to be perceived as you intended, to retain customers or to win new ones, Improve Your Global Business English gives you the background you need. Online supporting resources for this book include supplementary video, self-test questions and answers, templates and a case study on going global PLEASE NOTE - this is a replica of the print book and you will need paper and a pencil to complete the exercises. English for Everyone is an exciting and comprehensive self-study course for adults learning English as a foreign language. This course is a unique new series with a visual, engaging, and easy to follow style to make the English language easy to learn. Learn business English by reinforcing key language skills, grammar rules, and vocabulary

with listening, speaking, reading, and writing exercises. This unique course is easy to use, starting at beginner level and working up to advanced English to help you grow in confidence as you learn. This Business English Intermediate Practice Book introduces business topics such as interpersonal skills, meeting vocabulary, emailing a client, and attending interviews. Audio material is provided at every stage through the English For Everyone website and Android/iOS apps to provide vital experience of spoken English and make even tricky phrases easy to understand. Perfect for personal study or to support exams including TOEFL and IELTS, English for Everyone is suitable for all levels of English language learners. CD and book designed to teach idioms and expressions used in the American business world. "English for Everyone is an exciting and comprehensive self-study course for adults learning English as a foreign language. This course is a unique new series with a visual, engaging and easy to follow style to make the English language easy to learn. Learn business English by reinforcing key language skills, grammar rules and vocabulary with listening, speaking, reading, and writing exercises. This unique course is easy to use, starting at beginner level and working up to advanced English to help you grow in confidence as you learn. This Business English Intermediate Practice Book introduces business topics such as interpersonal skills, meeting vocabulary, emailing a client and attending interviews.

Audio material is provided at every stage through the English For Everyone website and Android/iOS apps to provide vital experience of spoken English and make even tricky phrases easy to understand. Perfect for personal study or to support exams including TOEFL and IELTS, English for Everyone is suitable for all levels of English language learners." Provide a description about the book that does not include any references to package elements. This description will provide a description where the core, text-only product or an eBook is sold. Please remember to fill out the variations section on the PMI with the book only information. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. This Grammar Guru will solve the world's problems. Or, at least, help you figure out when to use an Oxford comma. The New York Times Put your English skills to work for you! This book is ideal for intermediate and advanced (CEFR B1-C1) nonnative speakers of English seeking to increase their communication confidence and effectiveness in the workplace. Improve your precision and professionalism so your ideas shine! The book consists of 50 short quizzes which include the most common English errors made by nonnative speakers in professional environments. This fun format allows you to find your own frequent errors and fix them. You will test your skills quickly, daily, and build your language awareness and accuracy in

writing and speaking English. Short, clear explanations after each quiz help you improve your knowledge of the grammar rules. Complementing the quizzes are Ellen says boxes with the same practical advice on good communication etiquette and habits that Ellen has been sharing for years with large corporate clients in New York City and beyond. Witty and humorous drawings illustrate confusing language and common misunderstandings. The focus of the exercises is on fixing your grammar and problems with word choice. Examples are pulled from every industry: finance, law, consulting, publishing, real-estate, retail, technology, energy, pharmaceutical, manufacturing, education, advertising, government, insurance, non-profit, and more. Whatever your profession or interest, you will benefit from the exercises contained in this book. If you are just looking to sharpen your English, this book is for you, too. You will be learning from a professional writer with two decades of experience teaching executives in a business setting. A language-learner herself who has studied some two dozen languages, Ellen Jovin has written this book to help motivated working adults advance their business English on their own time and at their own pace. Note that this book reflects global English usage, but spelling is American English. Effective communication is the key factor that ensures success in all business and professional activities. It is a complex subject that requires knowledge of not only the language used, but

also of human behaviour and sensitivities along with the basics of the business or professional activities of one's choice. Spoken and Written BUSINESS ENGLISH fulfills this requirement by providing easy-to-understand knowledge on: Communication Basics Spoken Business English Written Business English Useful Reference Materials This book is a complete guide for all business and professional communication activities explaining in a simple language how people interact with each other through their body language, etiquettes and manners and also through effective use of spoken and written English. It teaches how to speak well at the workplace, at meetings, seminars and in public. It also explains how to write error-free and effective memos, letters, applications and reports. The book contains an exhaustive reference section which provides information to facilitate business and professional activities around the world. Hence, we can conclude by saying that no work place would be complete without a copy of this book. So dear readers, it will serve as a Bible for all of you who are in service, in any profession, or managing their own business." A visual guide to learning English, and a complete self-study course that makes workplace language easy to learn. This book "is a self-help guide for people in business or at work who want to improve their communication skills. It is a resource for business students at tertiary level, especially students of the new business vocational diploma. It is a handbook for students in other

countries who may wish, or need, to learn business English as part of their general business course." - product description. French Business Situations is a handy reference and learning text for all those who use or need spoken French for business. It is suitable for self-study or class use. Over 40 spoken situations are simply presented, including: * Basic phone calls * Leaving messages * Making presentations * Comparing, enquiring, booking * Selling techniques With full English translations and brief usage notes, this guide will help the user communicate confidently in a broad range of everyday situations. Business English is key in our globalized world. Learning English for business is not only a good skill, it is essential! This book was written by a Business English trainer with over 10 years of experience. Eric has contracted with huge multinational organizations such as Airbus, the UN, Chevron, GM, Johnson & Johnson, Inditex,

Syngenta, National Instruments, Doosan Infracore, Panalpina, Ferrovial, Lotte, and many others. In this short book, you will learn how to use business English in a variety of contexts, such as: We need to "take initiative" and do everything "ahead of time." Then you have to "follow-up" to "address" any concerns. We have to show the "pros and cons" and "come up with" new ideas. A "slump" in the market could be followed by "sharp" increases. You will learn how to speak about: - Greetings- Interviews- Work/life balance- Negotiation- Work Dinners- Meetings- Presentations- Business Trips- Innovation- Productivity- Startups- Sales pitch- Decision making- Creativity- Describing Personality- Emails- Stress Management- Training Annual Employee Reviews- Leadership- Recruiting and Hiring Cambridge English: Business Higher 5 provides four complete past papers for the

Cambridge English: Business Higher exam (also known as BEC Higher). These examination papers from University of Cambridge ESOL Examinations (Cambridge ESOL) provide the most authentic exam preparation available, allowing candidates to familiarise themselves with the content and format of the examination and to practise examination techniques. It also contains a comprehensive section of keys and transcripts, making it suitable for self study. An Audio CD containing the audio material for the Listening paper and a Self-study Pack (Student's Book with Answers and Audio CD) are also available separately. Deeply educational yet not overwhelming, this compact culmination of a philological life uses nontechnical terms to explain the links between English and other tongues — Greek, Latin, German, Spanish, and French.

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