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JAMARI WERNER

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Engaging topics, motivating role-plays, and a variety of exercises provide a framework for each specialist subject Tip boxes in each unit include key language points, useful phrases, and strategies STARTER section at the beginning of each unit has warm-up and awareness-raising activities OUTPUT sections at the end of each unit encourage discussion and reflection Answers, transcripts, and a glossary of useful phrases at the back of each book Self-study material on the interactive MultiROM includes realistic

listening extracts and interactive exercises for extra practice *Intermediate Teacher's Book* OUP Oxford

Gives background to the business learner's world and strategies for approaching the training task, focusing on the learner's professional knowledge and experience. This book is suitable for teachers, trainers, and course organizers in the field of Business English or considering a move into it.

Women and Men at Work Oxford University Press

Please note that the Print Replica PDF digital version does not contain the audio. English for Football is for anyone who plays football, coaches players, or manages a team. It focuses on vocabulary and expressions used in this global sport. Training, tactics, and skills are covered along with topics such as nutrition, fitness, and treatment. Includes a foreword by Sir Alex Ferguson, the Manchester United Manager.

Class CD Oxford University Press

This new series of video-based courses is aimed at professional people who need to improve their language and communication skills in specific business areas. Each course takes a common business function such as giving a presentation or participating in a meeting, and takes learners through a stage-by-stage analysis of the skills and language they need to perform these functions

effectively in English. Effective Negotiating helps learners with negotiating in a variety of different situations, from day-to-day encounters within organizations to more substantial negotiations between companies.

English for the Fashion Industry OUP Oxford

Please note that the Print Replica PDF digital version does not contain the audio. English for Emails is part of the EXPRESS SERIES. It is the ideal quick course for anyone who needs to write emails in a business context. It can be used to supplement a regular coursebook, on its own, as a standalone intensive specialist course, or for self-study. Keep English for Emails on your desk as a handy resource to refer to when writing emails.

Teaching Business English Oxford University

Your project went off without a hitch--but somebody else got the credit...You averted a crisis brilliantly--but no one noticed...You came to the meeting with a sensational idea--but it was ignored until someone else said the same thing... HOW CAN YOU GET CREDIT & GET AHEAD? In her extraordinary international bestseller, *You Just Don't Understand*, Deborah Tannen transformed forever the way we look at intimate relationships between women and men. Now she turns her keen ear and observant eye toward the workplace--where the ways in which men and women communicate can determine who gets heard, who gets ahead, and what gets done. An instant classic, *Talking From 9 to 5* brilliantly explains women's and men's conversational rituals--and the language barriers we unintentionally erect in the business world. It is a unique and invaluable guide to recognizing the verbal power games and miscommunications that cause good work to be underappreciated or go unnoticed--an essential tool for promoting more positive and productive professional relationships among men and women.

English for Legal Professionals Oxford University Press, USA

Oxford English for careers is a new, up-to-date course where you learn what you need to know for a career in commerce.

English for Socializing Oxford University Press

The Cambridge Advanced Learner's Dictionary gives the vital support which advanced students need, especially with the essential skills: reading, writing, listening and speaking. In the book: * 170,000 words, phrases and examples * New words: so your English stays up-to-date * Colour headwords: so you can find the word you are looking for quickly * Idiom Finder * 200 'Common Learner Error' notes show how to avoid common mistakes * 25,000 collocations show the way words work together * Colour pictures: 16 full page colour pictures On the CD-ROM: * Sound: recordings in British and American English, plus practice tools to help improve pronunciation * UNIQUE! Smart Thesaurus helps you choose the right word * QUICKfind looks up words for you while you are working or reading on screen * UNIQUE! SUPERwrite gives on screen help with grammar, spelling and collocation when you are writing * Hundreds of interactive exercises

English for the Pharmaceutical Industry Oxford University Press, USA

Please note that the Print Replica PDF digital version does not contain the audio. English for Aviation is part of the EXPRESS SERIES. It has been designed to help students reach ICAO

Operational Level 4. It can be used to supplement a regular coursebook, on its own, as a stand-alone intensive specialist course, or for self-study. English for Aviation will help pilots and air traffic controllers with standard phraseology as well as improve plain English in the skills areas specified by ICAO.

Vol. 1- Oxford University Press

An expanding series of short, specialist English courses for different professions, work skills, and industries.

Pre-intermediate. Teacher's book Oxford University Press, USA Business Result is a six-level business English course that gives students the communication skills they need for immediate use at work.

Oxford University Press

Engaging topics, motivating role-plays, and a variety of exercises provide a framework for each specialist subject Tip boxes in each unit include key language points, useful phrases, and strategies STARTER section at the beginning of each unit has warm-up and awareness-raising activities OUTPUT sections at the end of each unit encourage discussion and reflection Answers, transcripts, and a glossary of useful phrases at the back of each book Self-study material on the interactive Multi-ROM includes realistic listening extracts and interactive exercises for extra practice

English for Emails Oxford University Press

An expanding series of short, specialist English courses for different professions, work skills, and industries.

Express Series English for Emails Harper Collins

19 pages of contents in middle of book between end of L and beginning of M

English for Football Cambridge University Press

Please note that the Print Replica PDF digital version does not contain the audio. English for Negotiating is part of the EXPRESS SERIES. It is the ideal quick course for anyone who needs to negotiate in English at work. It can be used to supplement a regular coursebook, on its own, as a stand-alone intensive specialist course, or for self-study. English for Negotiating will give you the English you need to close the deal.

Business Result Oxford University Press, USA

Covers a wide range of business areas including Finance, Commerce, Marketing, and Human Resources Up-to-date vocabulary from British and American English Special sections help with common phrases to show words that are always used together (e.g. competitive/high/low prices) 1,000 most important terms are marked with a star

English for Marketing and Advertising OUP Oxford

An expanding series of short, specialist English courses for different professions, work skills, and industries.

Pro File English for Sales & Purchasing

Please note that the Print Replica PDF digital version does not contain the audio. English for Presentations provides learners with the language and techniques to help them present effectively in English. The course has six units which cover the language and skills involved at each stage of a presentation, including talking about visuals, summarizing, and dealing with questions.

French-English, English-French Oxford University Press

A business dictionary of French and English and English and French words.

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