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Express Series English for Customer Care Oxford University Press, USA

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.

Express Series English for Meetings Oxford University Press
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Express Series: English for Telecoms and Information Technology OUP Oxford

Please note that the Print Replica PDF digital version does not contain the audio. English for the Fashion Industry gives students the communication skills they need for a career in fashion. The

syllabus introduces each element of the industry, from garment design and construction, through to the production and promotion of collections. Students learn how to describe looks and trends, talk about processes, and make plans and predictions for brand development.

Audio-CD Inside Oxford University Press, USA

Please note that the Print Replica PDF digital version does not contain the audio. English for Sales & Purchasing is part of the EXPRESS SERIES. It is the ideal quick course for business professionals who need to communicate confidently and effectively in English in the area of sales and purchasing. It can be used to supplement a regular coursebook, on its own - as a stand-alone intensive specialist course, or for self-study. With English for Sales & Purchasing you'll be prepared for your next negotiation - whichever side you are on.

English for the Energy Industry OUP Oxford

Engaging topics 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, tests, and a glossary of useful phrases at the back of the book Self-study material on the interactive MultiROM includes realistic listening extracts and interactive exercises for extra practice

Express English for marketing and advertising. Pack. Student's book. Per le Scuole superiori. Con Multi-ROM Oxford University Press, USA

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

English for Presentations OUP Oxford

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Kursbuch Oxford University Press, USA

Please note that the Print Replica PDF digital version does not contain the audio. English for Human Resources is part of the EXPRESS SERIES. It is the ideal quick course for HR and recruitment professionals who need English for their jobs. It can be used to supplement a regular coursebook, on its own, as a

stand-alone intensive specialist course, or for self-study. Before you next appraise or recruit in an international context refer to English for Human Resources to help you prepare.

English for Logistics Oxford University Press

This completely revised International Express, with 100% new material, meets all the practical language needs of adult professional learners. The series retains the popular student-centred approach and strong communicative focus, while adding a range of new features. The Student's Book and Workbook are now combined, and every unit is supported by stunning new video footage, bringing the outside world into the classroom.

On Heroes, Hero-worship, & the Heroic in History Oxford University Press

Please note that the Print Replica PDF digital version does not contain the audio. English for the Pharmaceutical Industry is part of the EXPRESS SERIES. It is the ideal quick course for anyone who needs English to communicate with colleagues and contacts in the pharmaceutical sector. It can be used to supplement a regular coursebook, on its own, as a stand-alone intensive specialist course, or for self-study. Whichever part of the industry you work in - Research, Development, Manufacturing, or Marketing - English for the Pharmaceutical Industry will give you the English you need to communicate across this complex sector.

Express Series English for Football Oxford University Press

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.

English for Customer Care Oxford University Press, USA

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

Express Series: English for Telephoning Oxford University Press, USA

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a range of new features. The Student's Book and Workbook are now combined, and every unit is supported by stunning new video footage, bringing the outside world into the classroom.

English for Marketing and Advertising OUP Oxford

Kriminalroman. En kærlighedshistorie udspiller sig i toget, mellem hvis passagerer også er en morder på flugt og en politisk flygtning i livsfare

English for Accounting Oxford University Press

The Soft Machine introduced us to the conditions of a universe where endemic lusts of the mind and body pray upon men, hook them, and turn them into beasts. Nova Express takes William S. Burroughs's nightmarish futuristic tale one step further. The diabolical Nova Criminals—Sammy The Butcher, Green Tony, Iron

Claws, The Brown Artist, Jacky Blue Note, Izzy The Push, to name only a few—have gained control and plan on wreaking untold destruction. It's up to Inspector Lee of the Nova Police to attack and dismantle the word and imagery machine of these "control addicts" before it's too late. This surrealist novel is part sci-fi, part Swiftian parody, and always pure Burroughs.

English for Accounting Oxford University Press

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

English for Cabin Crew Grove/Atlantic, Inc.

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

Talking from 9 to 5 Oxford University Press

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.

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