

Email English By Paul Emmerson

"'Email English' contains a wealth of practice activities, all of which can be used for self-study or with a teacher in class. It also has a phrase bank providing over 500 key expressions for reference while you are writing."--Publisher.

A revolutionary new DVD that teaches you practical English using real conversations Improve Your English: English in the Workplace combines the video advantages of DVDs with the educational benefits of fluent American English speakers in unscripted interviews. You will benefit from hearing real people--men and women from various regions and occupations--having spontaneous conversations about the workplace, their jobs, and careers. The DVD also has a transcript and workbook designed to refine your listening and speaking skills. Includes one 120-minute DVD.

If you write emails and letters as part of your work, then this book is for you. By applying the suggested guidelines, you will stand a much greater chance of getting the desired reply to your emails in the shortest time possible. Some of the key guidelines covered include: Write meaningful subject lines - otherwise recipients may not even open your mail. Always put the most important point in the first line - otherwise the reader may not read it. Be concise and only mention what is truly relevant. Write the minimum amount possible - you will also make fewer mistakes! Be a little too formal than too informal - you don't want to offend anyone. If you have two long important things to say, say them in separate emails. Give clear instructions and reasonable deadlines. If you need people to cooperate with you, it is essential to highlight the benefits for them of cooperating with you. Empathize with your recipient's busy workload. Never translate typical phrases literally - learn equivalent phrases. The book concludes with a chapter of useful phrases. There is also a brief introduction for trainers on how to teach Business / Commercial English.

A Course for Business Studies and Economics Students

The Business 2. 0, Upper Intermediate

Advanced (c). How to Write Emails Professionally. Advanced Business Etiquette & Secret Tactics for Writing at Work. Produce Professional Emails, Business Letters, Proposals & Reports

Express Series English for Emails

The Business 2. 0

Collins English for Business is a new series of self-study skills books which focus on the language you really need to do business in English - wherever you are in the world. Each title includes tips on how to communicate effectively and how to communicate inter-culturally. Business English Frameworks is a photocopiable resource book for teachers of Business English to use with in-service learners of English for business and professional purposes. The book covers a huge variety of business topics and contains 60 photocopiable frameworks, which encourage learners to talk about their own work situation in a structured way. The frameworks can be used in groups, pairs or in one-to-one teaching situations.

La 4e de couv. indique : "Business benchmark second edition is the official Cambridge English preparation course for BULATS. A pacy, topic-based course with comprehensive coverage of language and skills for business, it motivates and engages both professionals and students preparing for working life."

English for Socializing

Business English Frameworks

B1 Pre-intermediate Student's Book

Business Vocabulary in Practice

Essential Business Grammar Builder

The Business

Practical Faster Reading provides the basis for a reading improvement course lasting a total of 30 class hours and has proved popular with students and teachers in a variety of settings. Thirty passages covering a wide range of topics of general interest and accompanying exercises give practice in the reading skills needed at upper-intermediate and more advanced levels. Substantial increases in reading speed are usually attained with improvements in comprehension and vocabulary. The full answer key for self-checking also makes this useful for the student working alone.

English for Business Studies is a course for upper-intermediate and advanced level students who need to understand and discuss business and economic concepts.

"The book develops spoken language skills by presenting and practising vocabulary and expressions that are useful in everyday working life. It offers essential language in realistic contexts, useful notes to explain important points, a variety of exercise with answers and a glossary section with room for the student to put in translations in their own language. A separate audio CD contains recordings of useful phrases and dialogues." - publishers description.

Everyday Business English

**Essential Business Vocabulary Builder
With New Social Media Section and Phrase Bank of Useful Expressions
English for Business Studies Student's Book
An Intermediate/Advanced Course in Reading and Vocabulary
Speaking**

Suitable for intermediate to advanced learners of English, this text provides comprehensive coverage of today's business vocabulary. It has been illustrated with thousands of examples of real English from the Bank of English, to help students write, speak and understand English better. Presented in an easy-to-use format, with definitions on the left-hand pages and related practice exercises on the right-hand pages, together with a Materials Bank containing hundreds of additional exercises, students are given the opportunity to gain a better understanding of the English language in the field of business and commerce. This book provides practical advice for teachers who work with large, mixed-ability classes. It offers a wide variety of activities to develop student motivation, interest, participation and responsibility.

This comprehensive resource book contains an easy-to-use set of short activities essential for anyone teaching Business English. Reflecting real-life business activities such as emails, noisy telephone conversations, making excuses, negotiating, handling customer complaints and cultural awareness, Five-Minute Activities for Business English helps teachers mirror the pacey feel of the work environment. This book is also of interest to teachers of general English who are looking for stimulating skills-based activities in meaningful contexts and complements both tailored and coursebook-based materials. The four main areas covered are 'Business topics', 'Business communication skills', 'Language work' and 'Exploiting coursebooks'. These areas feature activities on various topics such as money, finance, meetings, negotiations, telephoning, management, marketing, etc.

A Guide to Professional English

The Language of Meetings

Email English. Per Le Scuole Superiori

The Business 2.0

Five-Minute Activities for Business English

Discussion and Vocabulary Development for Managers

Email English With New Social Media Section and Phrase Bank of Useful Expressions MacMillan Education ELT

"This is the second, in a two-level series of business vocabulary and practice books. It is a self study/classroom book & CD pack. The first half of the book is devoted to business vocabulary and practice, the second half to skills work. The audio CD features interviews with real business people and has accompanying exercises in the book. The business vocabulary builders are intended as companions to the two business grammar builders by the same author."--Publisher's description.

"Your email behavior has the potential to make or break you, both personally and professionally." Email Writing: Advanced (c). How to Write Emails Professionally. Advanced Business Etiquette & Secret Tactics for Writing at Work. Produce Professional Emails, Business Letters, Proposals & Reports Marc Roche's new business English book focuses exclusively on email writing for work and business. This book is about business email writing that works for you and your company. It includes exclusive VIP access to business letters + business letter templates. Email etiquette lessons will guide you through the basics and the not so basics of emailing your colleagues, bosses and clients. You can also download Marc Roche's Starter Library with 700+ Business English Resources FOR FREE and get a FREE Professional Writing Course on How to Write Emails Professionally. What you will get in this email writing book: The 14 Essential Rules of Email Etiquette How to Skyrocket Your Email Productivity Creating a Positive Email Routine The Ultimate Email Processing System Key Language Principles of Writing Emails Negative Words You Should Avoid Using if Possible Being Specific in Your Emails Proposals & Persuasive Emails Guiding Your Audience Paint the Picture! Use Analogies How to Craft your Message How to Achieve Maximum Effect 5 Phrases That Move People to Action (Perfect for Email Negotiations, Marketing & Sales) The Six Formulas for Expressing Benefits The Power of Odd Numbers How to Use Bullet Points to Maximum Effect Email Writing Voice & Style Company Introduction Example Cover Letter Example Welcome Email Example How to Add Personality to Your Emails Increase Your Credibility Graphs Statistics Quotes How to Use Graph Data in Your Emails Data Resources & Tools General Data/Research Academic Studies/White Papers Financial Data Government/World Data Social Data Health Data

Check Your English Vocabulary for Medicine

All you need to improve your vocabulary

Management Lessons

CD.

English Grammar and Vocabulary

Telephone English

Based on the success of the original edition, The Business 2.0 continues to offer Business English students the confidence, language and fundamentals skills they need to succeed in the competitive international business environment. The Teacher's Book contains notes and answer keys. This pack comes with the Teacher's Resource Disc.

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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.

Upper-Intermediate teacher's book

Email Writing

Intermediate Language Practice

Pre-intermediate to Intermediate ; the Words & Phrases You Need to Succeed

English Grammar and Vocabulary ; [with Key ; Suitable for Students at PET/B1 Level]

Business Goals 1 Teacher's Book

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

It offers business English students the fundamentals and skills they need to succeed in the competitive international business environment. Topics include business organization, CVs, and covering letters -- Back cover.

Check Your English Vocabulary for Medicine is a workbook designed to help learners of English improve their knowledge and understanding of core medical terminology. The workbook includes crosswords, puzzles and word games to test and build specialist English vocabulary. The combination of self-study exercises and practical speaking activities mean that this book is ideal for both home and class-based study.

Find Your Voice as a Presenter

Business Grammar Builder

Pre-intermediate to Intermediate : the Words & Phrases You Need to Succeed

Email English

Advanced student's book

Email and Commercial Correspondence

Business Goals is a three-level course in communicative Business English. Each Student's Book provides 30 core hours of class work extendable to over 60 hours using the additional material provided. Functional language, vocabulary and grammar are introduced in manageable amounts. With a focus on listening and speaking, learners are given the opportunity to build their confidence in areas such as telephoning, ordering, networking and dealing with problems in authentic business contexts. The Business Goals Workbooks provide extra practice in all four skills and are also valuable for students preparing for the BEC examinations, with BEC-style activities and exam advice. Each Workbook comes with an audio CD and contains full transcripts of all recordings. Model answers for speaking tasks are included on the CD. An overview of how the Workbooks link to BEC exams is available on the Business Goals website.

Includes Phrase Bank, Audio CD and Role Plays

Practical Faster Reading

Hear and see how English is actually spoken--from real-life speakers

English for Presentations

Improve Your English: English in the Workplace

Intermediate to Upper-intermediate ; Clear Explanations for Real Situations