

English For Business Studies Students Book A Course For Business Studies And Economics Students Cambridge Professional English

With its communicative syllabus, authentic business material, and expert tips from a leading management school, plus interactive multi-media, Business Result helps students learn the communication skills they need for work quickly and effectively.

This textbook provides a comprehensive introduction for students and professionals who are studying English for business or workplace communication and covers both spoken and written English. Based on up-to-date research in business communication and incorporating an international range of real-world authentic texts, this book deals with the realities of communication in business today. Key features of this book include: use of English in social media that reflects recent trends in business communication; coverage of the concept of communicative competence; analysis of email communication; introduction to informal English and English for socialisation as well as goodwill messages, such as thank you or appreciation messages, which are a part of everyday interaction in the workplace; examination of persuasive messages and ways to understand such messages; an e-resources website that includes authentic examples of different workplace genres and a reference section covering relevant research studies and weblinks for readers to better understand the topics covered in each chapter. This book goes beyond the traditional coverage of business English to provide a broad and practical textbook for those studying English in a workplace setting.

English for Business Studies is a course for students who need to be able to understand and talk about key business and economic concepts. The 30 units cover a range of issues, including work and motivation, production, marketing, banking, business ethics, exchange rates and international trade. The second edition contains two new chapters: Information and Electronic Commerce, and Entrepreneurs and Venture Capital. It also includes a full update of the existing units. The cassettes and audio CDs contain authentic interviews with experts talking about their field of business or economics.

Cambridge Business English Dictionary

Intermediate Teacher's Book

Instructor's Manual

English for Business Studies

Intermediate to Upper-intermediate ; Clear Explanations for Real Situations

Business Basics

English for Management Studies in Higher Education Studies The Garnet Education English for Specific Academic Purposes series won the Duke of Edinburgh English Speaking Union English Language Book Award in 2009. English for

Management Studies is a skills-based course designed specifically for students of management studies who are about to enter English-medium tertiary level studies. It provides carefully graded practice and progressions in the key academic skills that all students need, such as listening to lectures and speaking in seminars. It also equips students with the specialist management language they need to participate successfully within a management faculty. Extensive listening exercises come from management lectures, and all reading texts are taken from the same field of study. There is also a focus throughout on the key management vocabulary that students will need. Listening: how to understand and take effective notes on extended lectures, including how to follow the argument and identify the speaker's point of view. Speaking: how to participate effectively in a variety of realistic situations, from seminars to presentations, including how to develop an argument and use stance markers. Reading: how to understand a wide range of texts, from academic textbooks to Internet articles, including how to analyze complex sentences and identify such things as the writer's stance. Writing: how to produce coherent and well-structured assignments, including such skills as paraphrasing and the use of the appropriate academic phrases. Vocabulary: a wide range of activities to develop students' knowledge and use of key vocabulary, both in the field of management and of academic study in general. Vocabulary and Skills banks: a reference source to provide students with revision of the key words and phrases and skills presented in each unit. Full transcripts of all listening exercises. The Garnet English for Specific Academic Purposes series covers a range of academic subjects. All titles present the same skills and vocabulary points. Teachers can therefore deal with a range of ESAP courses at the same time, knowing that each subject title will focus on the same key skills and follow the same structure. Key Features Systematic approach to developing academic skills through relevant content. Focus on receptive skills (reading and listening) to activate productive skills (writing and speaking) in subject area. Eight-page units combine language and academic skills teaching. Vocabulary and academic skills bank in each unit for reference and revision. Audio CDs for further self-study or homework. Ideal coursework for EAP teachers. Extra resources at www.garnetesap.com

What is the business model for low-cost airlines? What can a SWOT analysis teach us about the beer war in South Africa? How does changing labour legislation affect staffing decisions. Business cases 2e is a case study book which is complementary to the Introduction to Business Management product suite (including Multiple Choice Questions for Introduction to Business Management). The cases illustrate how business management theory is applied to local organisations. This holistic approach exposes students to the important aspects of owning and managing a business, especially in the South African context. Business cases 2e is written for first-year Business Management students who are studying towards a degree or diploma. It may be used to accompany any introductory business management

textbook.

Are you learning English as a second language? Everything you need is included in "English for Everyone: Level 4: Advanced, Course Book" it's a grammar book, vocabulary builder, and exercise course all in one. Take your communication skills to the next level with an emphasis on reading and vocabulary. Learn to discuss travel experiences, social issues, careers, cultures, and more. This course book also covers giving, emphasizing an opinion, and arguing a case. "English for Everyone: Level 4: Advanced, Course Book" covers the language skills, vocabulary, and grammar needed for the major global English-language exams, including TOEFL. All learning is practiced across speaking, listening, reading, and writing exercises, offering rounded preparation for work, travel, study, and exams. Download the free app and practice online with free listening exercises at www.dkefe.com. Series Overview: English for Everyone series teaches all levels of English, from beginner to advanced, to speakers of English as a second language. Innovative visual learning methods introduce key language skills, grammar, and vocabulary, which are reinforced with a variety of speaking, reading, and writing exercises to make the English language easier to understand and learn. Visit www.dkefe.com to find out more."

Business Grammar Builder

Student's book. Pre-intermediate

New International Business English Updated Edition Student's Book with Bonus Extra BEC Vantage Preparation CD-ROM

Business Vocabulary in Use Advanced with Answers

Student's Book

Providing at least 50 hours of classroom material, this course builds financial language and teaches students about key financial concepts. It also focuses on the communication skills necessary for working effectively within the industry. It covers a wide range of financial topics, including retail and investment banking, accounting, trade finance, and mergers and acquisitions.

Skills for Business Studies is a companion to Business Result for students studying Business Studies and related degree courses.

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.

Financial English

English for Business Studies Teacher's Book

Business Cases

How to Write and Speak English Well in Every Business Situation

English for Business Communication

Business Communication Games

This book provides teachers with practical ideas to bring teaching materials to life and get lessons off the page. It covers all four language skills and the language systems. The book also supports teachers to develop awareness of the aims of activities, and contains reflective tasks which consider how the activities enhance learning.

Longlisted for the 2022 Andrew Carnegie Medal for Excellence in Fiction An extraordinary debut collection of short stories by a three-time Pushcart Prize winner following Chinese women in both China and the United States who turn to signs and languages as they cross the alien landscapes of migration and motherhood. "The most common word in Chinese, perhaps, a ubiquitous syllable people utter and hear all the time, which is supposed to mean good. But what is hao in this world, where good books are burned, good people condemned, meanness considered a good trait, violence good conduct? People say hao when their eyes are marred with suspicion and dread. They say hao when they are tattered inside." By turns reflective and visceral, the stories in Hao examine the ways in which women can be silenced as they grapple with sexism and racism, and how they find their own language to define their experience. In "Gold Mountain," a young mother hides above a ransacked store during the San Francisco anti-Chinese riot of 1877. In "A Drawer," an illiterate mother invents a language through drawing. And in "Stars," a graduate student loses her ability to speak after a stroke. Together, these twelve stories create "an unsettling, hypnotic collection spanning centuries, in which language and children act simultaneously as tethers and casting lines, the reasons and the tools for moving forward after trauma. "You'll come away from this beautiful book changed" (Julia Fine, author of The Upstairs House).

Provides students with the language and life skills necessary to pursue business-related career goals.

Hao

English for Business Studies Student's Book

A Course for Business Studies and Economics Students

English for the financial sector. Student's book audio-CD

Business Studies

Stories

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

Helping to raise students, grades at AS/A Level

Endorsed by Cambridge International Examinations for the latest syllabus, this new edition of the the market-leading provides a true international perspective. This title has been endorsed by Cambridge International Examinations for the Cambridge IGCSE (0450) and Cambridge O Level Business Studies (7115) syllabuses. - Offers an international perspective through a wide range of up-to-date case studies - Reinforces understanding through a variety of activities and discussions Provides examination preparation with revision questions and summaries throughout - Written in accessible language plenty of detail for top-grade students

False Beginning

English for Management Studies in Higher Education Studies

English for Business

English for Accountancy in Higher Education Studies

Case Studies for Business English

Skills for Business Studies: Intermediate: Business Result Intermediate Skills for Business Studies

English for Business Studies is a course for upper-intermediate and advanced level students who need to be able to understand and talk about the key business and economic concepts. The Student's Book contains 28 units and covers the full range of business and economic issues, from Work and motivation, to Exchange rates and International trade. The focus of the individual units is on developing listening, speaking, reading and writing skills through activities which engage the learner and allow them to improve their English in a thorough and stimulating way. Key features of the book include: core reading texts to explain the basic concept; authentic reading texts and audio recordings; a variety of speaking activities including discussion and role play; systematic vocabulary building; language reference section; multi-lingual glossary of key terms.

International students of Business or Economics often need to write essays and reports for exams and coursework, and this new, second edition of Academic Writing for International Students of Business has been completely revised and updated to help them succeed with these tasks. This book explains the academic writing process from start to finish, and practises all the key writing skills in the context of Business Studies. The book can be used either with a teacher or for self-study, and is clearly organised into four parts, with each divided into short units that contain examples, explanations and exercises for use in the classroom or for self-study: The Writing Process, from assessing sources to proofreading Elements of Writing, practising skills such as making comparisons Vocabulary for Writing, dealing with areas such as nouns and adjectives, adverbs and verbs, synonyms, prefixes and prepositions, in an academic context Writing Models, illustrating case studies, reports, longer essays and other key genres This is an up-to-date book that reflects the interests and issues of contemporary Business Studies, with revised exercises, updated reading texts and a new glossary to ensure accessibility and maximise usability. Students wanting to expand their academic potential will find this practical

and easy-to-use book an invaluable guide to writing in English for their degree courses, and it will also help students planning a career with international companies or organisations, where proficiency in written English is a key skill. All aspects of writing clearly explained, with full glossary for reference Full range of practice exercises, with answer key included Use of authentic academic texts Fully updated, with sections on finding electronic sources and evaluating internet material

Photocopiable games and activities for students of English for business.

English for Business Studies Audio Cassette Set (2 Cassettes)

A Guide to Good Business Communication

An Introductory View of Management

Bus Result Elem Sb Pk

Photocopiable Games and Activities for Students of English for Business

English for Business Studies Audio CDs (2)

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.

The most up-to-date business English dictionary created specially for learners of English.

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.

Business Result

Academic Writing for International Students of Business

With Mini Dictionary of Finance

Global Links

Off the Page: Activities to Bring Lessons Alive and Enhance Learning

Grammar for Business with Audio CD

New International Business English is a flexible course at the upper-intermediate level for people who need or will soon need to use English in their day-to-day work. All four skills - listening, speaking, reading, writing - are developed through a wide range of tasks which closely reflect the world of work. The Student's Book has been redesigned with many new illustrations and photos to make it more attractive and easier to use. The attached CD-ROM contains an introduction to the BEC Vantage examination and one complete Practice Test including audio.

English for Accountancy in Higher Education Studies The Garnet Education English for Specific Academic Purposes series won the Duke of Edinburgh English Speaking Union English Language Book Award in 2009. English for Accountancy is a skills-based course designed specifically for students of accountancy who are about to enter English-medium tertiary level studies. It provides carefully graded practice and progression in the key academic skills that all students need, such as listening to lectures and speaking in seminars. It also equips students with the specialist language they need to participate successfully within an accountancy faculty. Extensive listening exercises come from accountancy lectures, and all reading texts are taken from the same field of study. There is also a focus throughout on the key accountancy vocabulary that students will need. The Teacher's Book includes: Comprehensive teaching notes on all exercises to help teachers prepare effective lessons Complete answer keys to all exercises Full transcripts of listening exercises Facsimiles of Course Book pages at the appropriate point in each unit Photocopiable resource pages and ideas for additional activities The Garnet English for Specific Academic Purposes series covers a range of academic subjects. All titles present the same skills and vocabulary points. Teachers can therefore deal with a range of ESAP courses at the same time, knowing that each subject title will focus on the same key skills and follow the same structure. Key Features Systematic approach to developing academic skills through relevant content. Focus on receptive skills (reading and listening) to activate productive skills (writing and speaking) in subject area. Eight-page units combine language and academic skills teaching. Vocabulary and academic skills bank in each unit for reference and revision. Audio CDs for further self-study or homework. Ideal coursework for EAP teachers.

Case Studies for Business English is designed for students of Business English in universities and vocational colleges. Studying case studies enables students to develop their analytical skills, critical and strategic thinking, understanding of business theory, business knowledge, and business communication skills. Students also enhance their ability to use and select the correct tool for business communication at the right time. They practice, experiment, get feedback, and gain practical skills. Case Studies for Business English is a course that is engaging, motivating, and pragmatic. Each unit contains an original case study text, exercises to develop understanding and communication of business tools and strategy, a step-by-step approach to case study analysis and report writing, as well as role plays and tips on developing business communication skills for presentations and meetings. In

addition, students can benefit from a full reference section with a step-by-step checklist for case study analysis, a guide for exam assessment, a selection of supplementary case study texts, and an answer key. CEFR level B2/C1

Advanced

English for Everyone: Level 4: Advanced, Course Book

English for Business Studies in Higher Education Studies

Business Goals 3 Student's Book

English for Business Studies Audio CD Set (2 CDs)

Cambridge IGCSE Business Studies 4th edition

Covering the most important areas of management, production, marketing, finance and macroeconomics, it helps students to understand and talk about a wide range of business topics -- Back cover.

English for Business Studies in Higher Education Studies The Garnet Education English for Specific Academic Purposes series won the Duke of Edinburgh English Speaking Union English Language Book Award in 2009. English for Business Studies is a skills-based course designed specifically for students of business who are about to enter English-medium tertiary level studies. It provides carefully graded practice and progressions in the key academic skills that all students need, such as listening to lectures and speaking in seminars. It also equips students with the specialist business language they need to participate successfully within a business studies faculty. Extensive listening exercises come from business studies lectures, and all reading texts are taken from the same field of study. There is also a focus throughout on the key business vocabulary that students will need. Listening: how to understand and take effective notes on extended lectures, including how to follow the argument and identify the speaker's point of view. Speaking: how to participate effectively in a variety of realistic situations, from seminars to presentations, including how to develop an argument and use stance markers. Reading: how to understand a wide range of texts, from academic textbooks to Internet articles, including how to analyze complex sentences and identify such things as the writer's stance. Writing: how to produce coherent and well-structured assignments, including such skills as paraphrasing and the use of the appropriate academic phrases. Vocabulary: a wide range of activities to develop students' knowledge and use of key vocabulary, both in the field of business studies and of academic study in general. Vocabulary and Skills banks: a reference source to provide students with revision of the key words and phrases and skills presented in each unit. Full transcripts of all listening exercises. The Garnet English for Specific Academic Purposes series covers a range of academic subjects. All titles present the same skills and vocabulary points. Teachers can therefore deal with a range of ESAP courses at the same time, knowing that each subject title will focus on the same key skills and follow the same structure. Key Features Systematic approach to developing academic skills through relevant content.

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Business Result is a six-level business English course that gives students the communication skills they need for immediate use at work.

Communication Skills in English for Business Purposes

*A Course for Business Studies and Economics Students. Student's book
Course book*

This best selling course has been thoroughly revised to meet the needs of today's business and economics students. The English for Business Studies Audio CDs feature new authentic audio, including interviews with business people from key areas of business.

This is a new self-study reference and practice book for advanced learners of English who need vocabulary for business and professional purposes. It has been carefully researched using the Cambridge International Corpus to ensure that the 2,000 new words and expressions represent the English that native speakers actually use. The book consists of 50 units and follows the highly successful format of the English Vocabulary in Use range with presentation material on the left-hand page and practice exercises on the right-hand page. It covers a wide variety of up-to-date business topics and concepts including: people and organisations; quality; strategy; marketing; IT and the Internet; ethics and globalisation.