



English for Business Communication Second Edition: Intermediate to Upper Intermediate. Student's Book



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Simon Sweeney

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This short course is for learners who need to improve their ability to communicate when socialising, telephoning, presenting, taking part in meetings and negotiating. The course aims to build confidence and fluency by encouraging students to analyse tasks and take part in practice activities. This second edition has been redesigned and now includes a page of self-study tasks for each of the 15 units.

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174 Seiten

Kurzbeschreibung

Schwerpunkt dieses Kurzurses ist die mündliche Kommunikation im Beruf. Er wendet sich an Lernende mit mittleren Vorkenntnissen. English for Business Communication behandelt die Themen Telefonieren, Präsentationen, Teilnahme an Besprechungen und Verhandlungen sowie informelle Gespräche. Der Aufbau nach dem Bausteinprinzip und Checklisten zu jeder Lektion machen dieses Buch besonders benutzerfreundlich. Die Neuauflage verfügt über eine zusätzliche Seite pro Unit mit Aufgaben zum Selbstlernen. Außerdem besitzt das Buch zur besseren Übersichtlichkeit ein größeres Format. Download and Read Online English for Business Communication Second Edition: Intermediate to Upper Intermediate. Student's Book Simon Sweeney #7C9DINQ5WM1

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