

Business Writing B1 C2 Collins Business Skills And Communication

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"This book will help you write clearer business documents more efficiently. Easy-to-follow explanations and simple tasks will improve your writing style. You can choose to work on individual units, or work through the whole course. Includes: the real language of business English taken from the Cobuild corpus; exercises and answer key in each unit; focus on 'soft skills' of communication such as getting your message across accurately and communicating effectively in intercultural environments."--Publisher.

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.

This major new edition of the Collins COBUILD English Usage is a modern, easy-to-use and in-depth guide to English usage, aimed at upper-intermediate and advanced learners and teachers of English. Collins COBUILD English Usage has been designed to help learners to use individual words correctly, and choose the right words and structures for the meaning they want to convey. The title not only explains what English words mean, but also provides information on how the words actually work. The title covers a range of different areas of the English language, to help learners use the language naturally and effectively. It provides clear information on easily confused words, words with similar meanings, and help with words that are often tricky for learners to understand. Entries are organized alphabetically so that they are easy to find, and each has a clear explanation of when and how to use the word. Each entry also includes examples from the Collins Corpus, which show how the words are really used in everyday English. In addition to information on usage, the title includes helpful grammar boxes, which explain elements of English grammar which students need to be able to write and speak in English. A supplement of various topics, including punctuation and academic writing, will help to ensure that learners have all the information they need to be able to communicate effectively and accurately. Collins COBUILD English Usage has been thoroughly revised and updated, based on extensive corpus research and is now easier to use than ever. With additional information on American English, and warning notes highlighting particular problems, Collins COBUILD English Usage is an indispensable tool for learning English today.

If you use English on a regular basis, but you feel you need to brush up a little on your grammar, Collins' new Business Grammar and Practice is the perfect solution. Well-known EFL experts Nick Brieger and Simon Sweeney guide the user through 72 short, succinct units to explain the structure of the English language. They provide examples of real usage, explanations and then practice exercises to cement your understanding. All of the sample sentences are taken from the COBUILD corpus, ensuring that users don't learn traditional, theoretical language, but rather, they come to understand real, useful, everyday expressions.

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.

A thirty-day vocabulary building program which includes a pronunciation guide and word origins and histories

Great Business English uses a unique phrase menu system to combine real business knowledge with the communication and language skills you need to do well at work. If you have intermediate or advanced English and need to do business with international colleagues or customers in English, then Great Business English is perfect for you. Great Business English is written by, Hilary Moore, who has a PhD, a Masters in Business, and is a qualified language teacher. She has years of experience training business managers like you to communicate well in English. The book includes sections on: presenting, negotiating, small talk, making telephone calls, conducting meetings, talking about employees' skills, managing disagreement, and discussing business and sales results. There are also sections which list the most useful business verbs and vocabulary, with definitions and examples. It uses a unique 'phrase menu' method to support your learning. A supporting set of 3 CDs are easily available to purchase online, after ordering the book. The book is quick, practical and portable. It will give you the language that you really need for a successful international business career!

"'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.

This reference grammar has been developed for advanced students and teachers of English. The result of a thorough analysis of written and spoken language, this book provides a clear and detailed picture of modern English grammar. The clear layout, as well

Effective communication is the key factor that ensures success in all business and professional activities. It is a complex subject that requires knowledge of not only the language used, but also of human behaviour and sensitivities along with the basics of the business or professional activities of one's choice. Spoken and Written BUSINESS ENGLISH fulfills this requirement by providing easy-to-understand knowledge on: Communication Basics Spoken Business English Written Business English Useful Reference Materials This book is a complete guide for all business and professional communication activities explaining in a simple language how people interact with each other through their body language, etiquettes and manners and also through effective use of spoken and written English. It teaches how to speak well at the workplace, at meetings, seminars and in public. It also explains how to write error-free and effective memos, letters, applications and reports. The book contains an exhaustive reference section which provides information to facilitate business and professional activities around the world. Hence, we can conclude by saying that no work place would be complete without a copy of this book. So dear readers, it will serve as a Bible for all of you who are in service, in any profession, or managing their own business."

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