

ESP and Business English

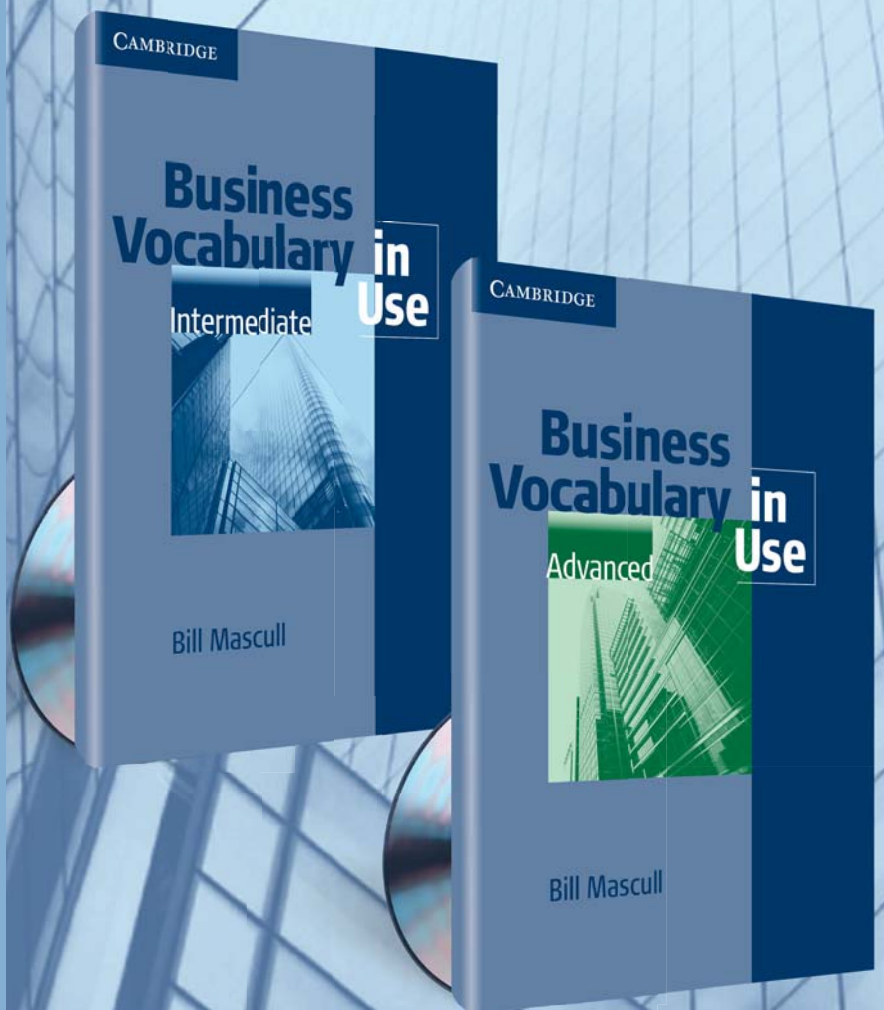
English for Specific Purposes (ESP)

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**Brand new editions,
now with
CD-ROM!**



-  **Interactive practice**
-  **Tests**
-  **Audio**

See page 55



English360 is a web-based service that offers Business English and ESP teachers innovative tools for creating and delivering classroom, online or blended learning courses. As an open platform, English360 gives teachers an easy way to teach with newer web approaches such as social software, tagging, and user-generated content, resulting in dynamic, flexible, and highly personalised courses.

- 1 Your school branding makes English360 your platform for your clients
- 2 Convenient calendar tools allow teachers to manage their schedule
- 3 Attendance reporting functionality makes administration chores quick and easy
- 4 Internal messaging system tied to your email simplifies communication

Teacher Dashboard from English360

“an innovative, creative way of learning English that suits today’s language training needs”
 Joanne Tesler, Director of Studies, ARAXI Formations Langues, Paris

“it has already given us a competitive edge in our market”
 Dr. John Stanley, Director, english expertise, Bonn

“an educational breakthrough”
 Martin Nostrala, Owner, Project English, Buenos Aires

English360 allows teachers and schools to:

Provide online learning

- ✓ Set up a complete online language learning platform for clients, accessed from the school’s website or the English360 website, and carrying the school’s logo
- ✓ Establish a branded web presence for each course with networking, forums and e-learning

Create personalised lessons and courses

- ✓ Create, find and share personalised lessons and courses to print for class or assign online
- ✓ Assemble customised lessons and courses by integrating authentic materials and published content from the English360 community and from Cambridge ELT

Manage performance

- ✓ Manage schedules, deliver feedback and record and report attendance quickly and easily with convenient calendar tools
- ✓ Focus Business English training on students’ real-world communication needs with advanced performance support tools

For more information, please visit www.english360.com or speak to your local Cambridge University Press representative

BLENDED LEARNING COURSE

Cambridge Financial English

Brendan Fournier with Cambridge ESOL and ACCA (the Association of Chartered Certified Accountants)

UPPER-INTERMEDIATE



- ✓ Combines online learning with face-to-face tuition
- ✓ Flexible teaching time

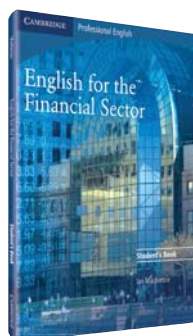
This blended learning course develops the specialist language skills of finance and accountancy students, finance professionals and those preparing for the Cambridge ICFE exam. It is ideal for schools and employers offering courses in financial English.

Developing learners' ability in all four skill areas, the course combines a standard 75 hours of online learning with 25 hours of face-to-face tuition, which can be flexed to suit different learners' needs.

- 20 topic-based modules cover practical topics such as Internal Audits and Control; Accounting Software and IT; and Strategic Financial Management.
- Explores real business issues through a range of media, including video, audio and discussion forums.
- A clear syllabus plus ready-made lesson plans and classroom activities make it an easy course to use. The course is delivered through a Learning Management System which enables teachers to manage students' online work, including assigning tasks, setting objectives and uploading files.
- Learners can log in from any computer with an internet connection, and can monitor their own development through regular progress tests with instant feedback.

To view a demo or for further information, visit:

➔ www.financialenglish.org



English for the Financial Sector

Ian MacKenzie

INTERMEDIATE TO UPPER INTERMEDIATE



- ✓ Pre- and in-service training
- ✓ 45+ hours' teaching time

Perfect for learners preparing for a career in finance, as well as professionals looking to improve their financial English, this course presents key financial concepts and gives students the language they need to understand them.

- Provides practice and motivation through realistic contexts, including news articles and interviews with finance professionals
- Develops speaking proficiency through industry-typical situations

Covering a wide range of topics – including Accounting, Retail Banking and Mergers and Acquisitions – the course helps learners develop professional communication skills such as negotiating and presenting as well as giving practice of writing emails, letters and reports.

This course includes: Student's Book, Teacher's Book, Audio CD
For complete ISBN listings, see pages 97–104.



Professional English in Use Finance

Ian MacKenzie

INTERMEDIATE TO ADVANCED



- ✓ Pre- and in-service training

Ideal for self-study, classroom use and one-to-one lessons, this book offers specialist vocabulary reference and practice over 50 units, covering a range of financial topics such as Accounting, Corporate Finance and International Trade.

Each two-page unit gives clear explanations of new language on the left-hand page and practice exercises on the right.

- Covers key ICFE vocabulary and topics – ideal for Cambridge ICFE exam preparation
- 'Over to you' activities help learners to apply new vocabulary to their own situations

A language reference provides extra support, with sections on idioms, numbers and differences between British and American English.

For complete ISBN listings, see pages 97–104.

➔ www.cambridge.org/elt/inuse

About the Cambridge ICFE exam

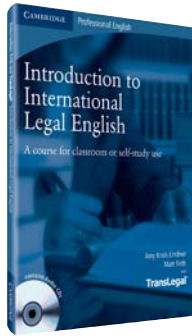
The **International Certificate in Financial English** is a language qualification for students of finance and accounting and practising accountants and finance professionals.

Set at levels B2/C1 of the CEF, it assesses candidates' ability to operate in English in an international finance environment and is the ideal qualification for anyone thinking of, or already pursuing a career in accountancy or finance.

For more information visit www.financialenglish.org

Introduction to International Legal English and *International Legal English* make teaching legal English easy. Written alongside multinational legal organisation TransLegal®, you can be sure that these courses provide the specialist skills that your students need. Both courses are suitable for classroom use or self-study.

- Expert author team includes lawyers from the US, Britain and Canada
- Real legal materials, including case studies and legal texts supplied by TransLegal®, provide authentic and motivating contexts
- Background information in the Teacher's Book makes teaching easy for non-specialists



Introduction to International Legal English

Amy Krois-Lindner, Matt Firth and TransLegal®

INTERMEDIATE



Suitable for law students and newly-qualified lawyers, this course uses academic and professional contexts to develop understanding of the law while simultaneously consolidating language skills. It features a variety of legal topics, including company law, litigation and arbitration, and criminal law.

This course includes: Student's Book with Audio CDs, Teacher's Book.

For complete ISBN listings, see pages 97–104.

About TransLegal®

Founded in Stockholm, Sweden in 1989 by American and British lawyers, TransLegal® has grown to become the leader in Legal English products and services. TransLegal's in-house staff of lawyer-linguists is the largest in the world, providing a wide range of products and services to the international legal community, including Legal English testing, online Legal English courses and resources, live seminars and training, translation of legal documents, and the publication of Legal English materials.



International Legal English

Amy Krois-Lindner and TransLegal®

UPPER-INTERMEDIATE TO ADVANCED



Ideal for more experienced lawyers and law students, this course focuses on commercial law, with topics ranging from contracts and company formation to intellectual property rights.

As well as lots of ideas for discussion and role-play, the book contains online tasks designed to develop learners' problem-solving strategies and web-based research skills. Informed by the Cambridge Legal English Corpus, you can be confident that the language taught is authentic and up-to-date.

International Legal English also prepares students for the Cambridge ILEC exam and includes exam practice tasks, exam tips and a practice test paper supplied by Cambridge ESOL.

This course includes: Student's Book with Audio CDs, Teacher's Book.

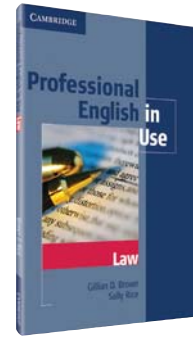
For complete ISBN listings, see pages 97–104.

➔ www.cambridge.org/elt/legalenglish

BLENDED LEARNING COURSE

International Legal English is also available as part of the PLEAD program (Program for Legal English Academic Development). PLEAD is a 'blended learning' course for lawyers and law students produced through a cooperation between TransLegal, Cambridge University Press, the Boston

University School of Law and the Boston University Center for English Language and Orientation Programs. PLEAD comprises training using the *International Legal English* coursebook and an extensive online course. To learn more about PLEAD, please visit www.translegal.com/plead.



Professional English in Use Law

Gillian D. Brown and Sally Rice

UPPER-INTERMEDIATE TO ADVANCED



Ideal for self-study, classroom use and one-to-one lessons, this book offers specialist vocabulary reference and practice over 45 units, covering a range of topics including Liability and Contract Law.

- Covers key ILEC vocabulary and topics – ideal for Cambridge ILEC exam preparation
- 'Over to you' activities help learners to apply new vocabulary to their own situations

Left-hand pages explain new vocabulary and right-hand pages provide activities to develop learners' understanding of new language.

For complete ISBN listings, see pages 97–104.

➔ www.cambridge.org/elt/inuse

About the Cambridge ILEC exam

The *International Legal English Certificate* is a language qualification for law students and practising lawyers who are seeking employment in an international legal setting.

Set at CEF levels B2 to C1, the exam is recognised by leading associations of lawyers and has been developed in cooperation with TransLegal®, Europe's leading firm of lawyer-linguists.



Good Practice

Communication Skills in English for the Medical Practitioner

Marie McCullagh and Ros Wright

UPPER INTERMEDIATE TO ADVANCED



- ✓ Pre- and in-service training
- ✓ 60+ hours' teaching time
- ✓ Includes American English footnotes

This award-winning course is suitable for classroom use or self-study, and prepares doctors to communicate with patients in English. Alongside functional language and medical terminology, students learn the interpersonal skills they need to make consultations more effective.

With tips on non-verbal signals and the impact they have on communication, the book also shows learners how to manage their voice to build rapport and empathise with a wide range of patients, from children to the elderly.

- Prepares students for tasks such as taking a history and describing treatment options
- Develops learners' cultural awareness, helping to maintain mutual respect with patients

The *Good Practice* DVD offers visual training on non-verbal elements of communication, such as body language. Worksheets to accompany the DVD are available online, as well as wordlists, extra vocabulary practice and downloadable reading activities.

This course includes: Student's Book, Teacher's Book, Audio CDs, DVD.

For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/goodpractice



English in Medicine

Third edition

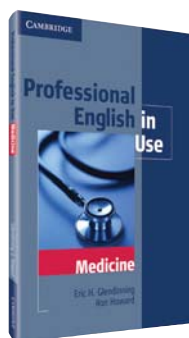
Eric Glendinning and Beverly Holmström

INTERMEDIATE



Designed to develop the communication skills of both medical students and professionals, this course requires no specialist knowledge on the part of the teacher. Each unit focuses on one area of doctor-patient communication, such as making a diagnosis.

This course includes: Book, Audio CD.
For complete ISBN listings, see pages 97–104.



Professional English in Use Medicine

Eric Glendinning and Ron Howard

INTERMEDIATE TO UPPER INTERMEDIATE



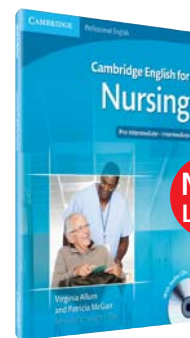
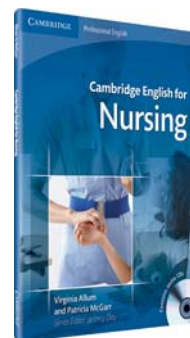
Ideal for self-study, classroom use and one-to-one lessons, this book offers specialist vocabulary reference and practice for medical students and practising professionals.

- Includes up-to-date language informed by the Institute for Applied Language Studies medical corpus.

Covering a range of medical topics, including Symptoms, Investigations and Treatment, it also features 'Over to you' sections that allow learners to apply new vocabulary to their own situations.

For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/inuse



Cambridge English for Nursing

Virginia Allum and Patricia McGarr

Series Editor: Jeremy Day

NOW TWO LEVELS!

PRE-INTERMEDIATE TO INTERMEDIATE



INTERMEDIATE TO UPPER INTERMEDIATE



- ✓ Pre- and in-service training
- ✓ 2 levels
- ✓ 40–60 hours' teaching time

Written by an experienced nurse and an ESP practitioner, these short courses develop specialist language knowledge and communication skills, enabling healthcare professionals to interact effectively with both patients and colleagues.

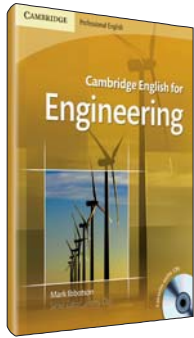
Suitable for classroom use or self-study, the books prepare learners for nursing practice through the use of realistic patient scenarios, practical nursing tasks and authentic medical texts. With an emphasis on speaking and listening, standalone units cover issues such as dealing with relatives and carers, patient admission and post-operation assessment.

- Advances in medical technology are tracked in an online section, designed to keep learners up to date
- FREE extra activities are available online

Students will love the online reference that they can consult at any time, including a glossary of medical terms, common acronyms and abbreviations. Teachers require no specialist knowledge: comprehensive teacher's notes are available FREE online to download as well as additional activities and sample medical charts and forms.

This course includes: Student's Book with Audio CDs.
For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/englishfor nursing



Cambridge English for Engineering

Mark Ibbotson
Series Editor: Jeremy Day
INTERMEDIATE TO UPPER INTERMEDIATE



- ✓ Pre- and in-service training
- ✓ 40-60 hours' teaching time

Written by a qualified engineer with extensive ESP teaching experience, this short course develops the specialist language and communication skills that engineers need to communicate confidently at work.

Suitable for classroom use or self-study, the ten units cover topics common to all kinds of engineering, such as engineering design and procedures and precautions.

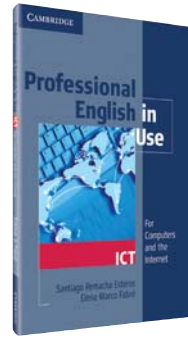
Authentic activities – from describing technical problems and suggesting solutions to working with drawings – let learners practise the specialist language in realistic contexts.

- Focuses on both technical and semi-technical vocabulary
- Online case studies give extra problem-solving practice

Teachers require no specialist knowledge: comprehensive teacher's notes are available FREE online to download.

This course includes: Student's Book with Audio CDs. For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/englishforengineering



Professional English in Use Engineering

Mark Ibbotson
INTERMEDIATE TO UPPER INTERMEDIATE



Ideal for self-study, classroom use and one-to-one lessons, this book offers 45 units of specialist vocabulary reference and practice for engineers.

- Real companies and credible scenarios give realistic practice.
- Written by a qualified engineer and reviewed by a practising engineer.

Covering a range of fields, including civil, mechanical and electrical engineering, it also features 'Over to you' sections that allow learners to apply new vocabulary to their own situations.

For complete ISBN listings, see pages 97–104.

Professional English in Use ICT

For Computers and the Internet
Santiago Remacha Esteras and Elena Marco Fabrè



INTERMEDIATE TO ADVANCED

Ideal for self-study, classroom use and one-to-one lessons, this book offers 45 units of specialist vocabulary reference and practice for anyone who needs to use the language of Information Communications Technology for work, home or study.

- Informed by the Cambridge International Corpus, ensuring that the most up-to-date and useful language is taught

Covering a range of computing and internet-related topics, including multimedia applications and e-commerce, it also features 'You and computers' online activities that allow learners to apply new vocabulary to their own situations. Find them on the website below.

For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/ictinuse



Infotech

Fourth edition
Santiago Remacha Esteras
INTERMEDIATE



- ✓ Pre- and in-service training
- ✓ Up to 60 hours' teaching time

Fully updated to include the latest developments in Information Communications Technology (ICT), this trusted course contains 30 topic-based units covering everything from computer essentials through to programming, web design, job-hunting and future technologies.

A focus on terminology is combined with vocabulary and grammar practice to give students the language they need when describing features and functions, discussing technical specifications or chatting online.

- Includes a glossary of computer terms, as well as help with acronyms and abbreviations
- Interactive online workbook and internet research tasks practise new language

Technical reading texts and realistic listening material feature the latest advances such as Windows Vista and Blu-ray, complete with clear explanations and technical advice to help non-specialist teachers to teach the course with confidence.

This course includes: Student's Book, Teacher's Book, Audio CD. For complete ISBN listings, see pages 97–104.

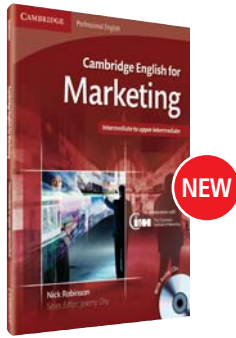
www.cambridge.org/elt/infotech

The Internet and the Language Classroom

Second edition
A practical guide for teachers
Gavin Dudeney

For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/chlt/internet



Cambridge English for Marketing

Nick Robinson with The Chartered Institute of Marketing
Series Editor: Jeremy Day

INTERMEDIATE TO UPPER INTERMEDIATE



- ✓ Pre- and in-service training
- ✓ 40-60 hours' teaching time



Endorsed by the Chartered Institute of Marketing (CIM), this brand new short course uses practical tasks and realistic scenarios to develop the specialist language and communication skills needed for a career in marketing.

- Reviewed by the CIM and practising marketing experts to ensure that the topics covered reflect current practice
- Online teacher's notes give comprehensive advice for non-specialist teachers

Suitable for classroom use or self-study, the course covers areas such as the marketing plan, new product development and marketing communications. Units give practice in everyday marketing activities, from preparing briefs and carrying out SWOT analyses to planning marketing campaigns and running focus groups.

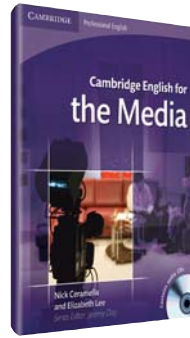
This course includes: Student's Book with Audio CDs.
For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/englishformarketing

About CIM

The Chartered Institute of Marketing (CIM) is the world's largest professional body of marketers with over 50,000 members worldwide. CIM exists to develop the marketing profession, maintain professional standards and improve the skills of marketing practitioners, enabling them to deliver exceptional results for their organisations. CIM do this by providing membership to both professional and studying members, qualifications and training to marketing professionals around the world.

www.cim.co.uk



Cambridge English for the Media

Nick Ceramella and Elizabeth Lee
Series Editor: Jeremy Day

INTERMEDIATE TO UPPER INTERMEDIATE



- ✓ Pre- and in-service training
- ✓ 40–60 hours' teaching time

Suitable for classroom use or self-study, this short course helps learners develop the specialist language and communication skills needed for a career in the media, including marketing, journalism, television and radio.

- FREE online teacher's notes give comprehensive advice for non-specialist teachers

The ten standalone units practise job-specific skills such as writing headlines, producing advertisements, scheduling programmes, preparing a pitch and interviewing. Authentic materials – including newspaper articles, adapted film scripts and blogs – let learners practise the specialist language in realistic contexts.

This course includes: Student's Book with Audio CDs.
For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/englishforthemedia

See also...

Working with Images

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Professional English in Use Marketing

Cate Farrall and Marianne Lindsley

INTERMEDIATE TO UPPER INTERMEDIATE

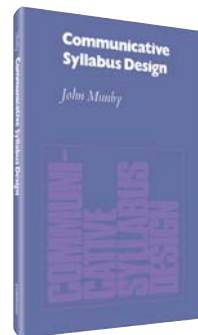


Ideal for self-study, classroom use and one-to-one lessons, this book offers specialist vocabulary reference and practice over 50 units, covering a range of topics such as branding and customer needs.

- 'Over to you' activities help learners to use new vocabulary in everyday life

Left-hand pages explain new vocabulary and right-hand pages provide activities to help learners develop their understanding of new language.

For complete ISBN listings, see pages 97–104.

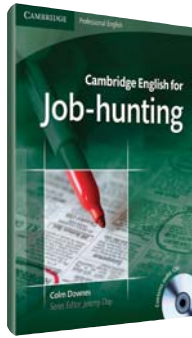


Communicative Syllabus Design

John Munby

This book helps teachers and course planners to specify the syllabus content for different types or groups of learner.

For complete ISBN listings, see pages 97–104.



Cambridge English for Job-hunting

Colm Downes
Series Editor: Jeremy Day

INTERMEDIATE TO ADVANCED



- ✓ Ideal for working professionals and job-seekers

- ✓ 40–60 hours' teaching time

Suitable for classroom use or self-study, this short course helps learners develop the specialist language and communication skills they need to apply for, and secure, jobs.

- FREE online teacher's notes give comprehensive advice for non-specialist teachers

The six units give practice of vital steps in the job-seeking process, such as preparing a CV and writing a cover letter, with a special focus on answering difficult interview questions and selling yourself effectively. Authentic materials – including genuine CVs and cover letters – let learners practise the specialist language in realistic contexts.

This course includes: Student's Book with Audio CDs.
For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/englishforjobhunting



Be My Guest

English for the hotel industry

Francis O'Hara

ELEMENTARY TO PRE-INTERMEDIATE



Through short, manageable units, this course focuses on the everyday language needed by hotel employees. It deals with a range of customer-facing situations, including reception and bar work, and answering the telephone. Personal Job Files in the Student's Book enable students to record their progress.

This course includes: Student's Book, Teacher's Book, Audio CDs.
For complete ISBN listings, see pages 97–104.



Welcome!

Second edition

English for the travel and tourism industry

Leo Jones

INTERMEDIATE



This course teaches core language skills for everyday communication in hospitality, travel and tourism, with an emphasis on building confidence and improving fluency.

This course includes: Student's Book, Teacher's Book, Audio CD.
For complete ISBN listings, see pages 97–104.



NEW



Safe Sailing

SMCP training for seafarers

Stephen Murrell and Peter Nagliati with
Captain Stefano Canestri

ELEMENTARY TO INTERMEDIATE



- ✓ Pre- and in-service training

Ideal for self-study, this CD-ROM prepares sailors to communicate safely at sea by providing thorough practice of the International Maritime Organization's Standard Marine Communication Phrases (SMCP). This standardised set of English phrases is essential to overcoming language barriers at sea and avoiding misunderstandings that can cause accidents.

An audio model is provided for each phrase and learners can record their own voice for comparison. Learners can also create customised lessons providing more practice where it's needed. Regular ready-made tests allow learners to monitor their own progress.

- A variety of interactive exercises let learners check their comprehension
- Key words have definitions in English, with translations into Chinese, Greek, Italian, Russian and Spanish

Perfect for use both on land and for onboard training, *Safe Sailing* is also a useful companion for those training for the GOC exam (General Operators Certificate).

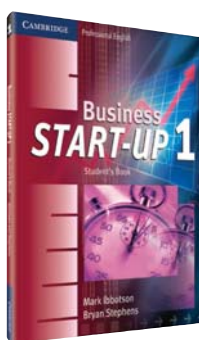
For complete ISBN listings, see pages 97–104.

Business English Level Chart:

This table is a guide to possible routes from Beginner to Advanced level through our Business English courses.

	Beginner False Beginner A1	Elementary A2	Pre-intermediate B1	Intermediate B1	Upper-intermediate B2	Advanced C1
Business Start-up	█					
Business Goals		█				
English365		█				
Business Benchmark			█ BEC Preliminary		█ BEC Vantage	█ BEC Higher
Working in English				█		
English for Business Communication				█		
New International Business English					█	
English for Business Studies						█

www.cambridge.org/elt/professional



Business Start-up

Mark Ibbotson and Bryan Stephens
BEGINNER TO PRE-INTERMEDIATE



- ✓ 2 levels
- ✓ 55 hours' teaching time



Designed for complete beginners who need English for their work, this course teaches English as it's really spoken, using natural language, realistic contexts and a regular focus on pronunciation.

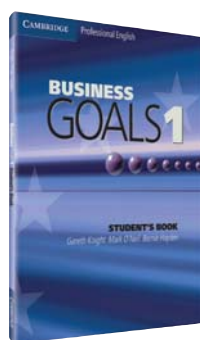
A carefully-graded grammar syllabus, natural recordings and a focus on functional, communicative skills give learners the confidence they need to start working in English at the earliest opportunity. In addition, regular 'Time Out' sections build important general vocabulary for travel and socialising.

The Teacher's Books include full classroom notes and regular progress tests, plus an end of course/ placement test.

By the end of the course, students will be ready to begin preparation for the BEC Preliminary Examination (early B1 level).

This course includes: Student's Book, Workbook with CD-ROM/ Audio CD, Teacher's Book, Audio CDs.
For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/start-up



Business Goals

Gareth Knight, Mark O'Neil and Bernie Hayden
ELEMENTARY TO INTERMEDIATE



- ✓ 3 levels
- ✓ Flexible, modular approach
- ✓ 30 hours' teaching time, extendable to 60 hours

Business Goals gets students ready to use English at work right away, through realistic communicative tasks.

A focus on listening and speaking builds confidence in areas such as networking, and a range of accents, shows English as it's really spoken. 'Culture Focus' sections introduce students to company culture around the world.

The Workbooks provide extra practice, activities and advice for BEC exam candidates.

This course includes: Student's Book, Workbook and Audio CD, Teacher's Book, Audio CD.
For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/businessgoals

Business Explorer



Gareth Knight and Mark O'Neil
ELEMENTARY TO INTERMEDIATE

Business Explorer is an American English version of *Business Goals*.

This course includes: Student's Book, Teacher's Book, Audio CD.
For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/businessexplorer

Getting Ahead

ELEMENTARY TO PRE-INTERMEDIATE



Further Ahead

PRE-INTERMEDIATE

Sarah Jones-Macziola and Greg White



Getting Ahead and *Further Ahead* use challenging tasks and communicative activities to develop business English skills.

The *Further Ahead* Learner's Book comes with a free BEC Preparation CD-ROM.

This course includes: Learner's Book, Learner's Book Audio CD, Teacher's Guide, Home Study Book.
For complete ISBN listings, see pages 97–104.

Staying Ahead Video

ELEMENTARY TO PRE-INTERMEDIATE

Further Ahead Video

PRE-INTERMEDIATE TO INTERMEDIATE

Written and directed by Andrew Bampffield

Teacher's Guide by Sarah Jones-Macziola and Greg White

Video Activity Book by Lynda Lawson

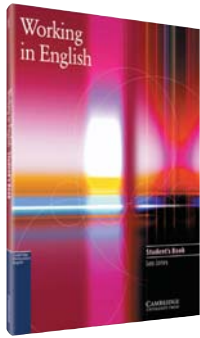
This course includes: Video, Video Activity Book.
For complete ISBN listings, see pages 97–104.

See also...

Cambridge Examinations

BEC, BULATS and TOEIC® courses.

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Working in English

Leo Jones

INTERMEDIATE

- ✓ 1 level
- ✓ 40 hours' teaching time
- ✓ Flexible, modular approach



This course focuses on the practical, day-to-day activities that all business people are involved in, whatever their level or experience. The video contains documentary sequences relating to the modules, specially filmed in Europe and the USA. The Teacher's Book with CD-ROM contains supplementary materials.

This course includes: Student's Book, Personal Study Book with Audio CD, Teacher's Book with CD-ROM, Student's Book Audio CDs, Video.

For complete ISBN listings, see pages 97–104.

➔ www.cambridge.org/elt/workinginenglish

English for Business Communication

Second edition

Simon Sweeney

INTERMEDIATE TO UPPER-INTERMEDIATE

- ✓ 1 Level
- ✓ Flexible modular approach



This short course helps learners communicate better when socialising, telephoning, presenting, taking part in meetings and negotiating. With a focus on listening and speaking, the course builds confidence and fluency by encouraging students to analyse tasks and take part in realistic activities. Language and communication skills checklists enable students and teachers to track progress and address problem areas.

This course includes: Student's Book, Teacher's Book, Audio CDs. For complete ISBN listings, see pages 97–104.

Communicating in Business

Second edition

Simon Sweeney

INTERMEDIATE TO UPPER-INTERMEDIATE

Communicating in Business is an American English version of *English for Business Communication*.

For complete ISBN listings, see pages 97–104.



English365

For work and life

Steve Flinders, Bob Dignen and Simon Sweeney

ELEMENTARY TO UPPER-INTERMEDIATE

- ✓ 3 levels
- ✓ 45 hours' teaching time



Reflecting the work-life balance of busy adults, *English365* prepares learners for the business and social demands of day-to-day working life.

As well as focusing on core language skills, key vocabulary and practical phrases, the course also develops the interpersonal skills learners need to become more effective communicators.

Specially-commissioned interviews with real people from a range of professional backgrounds give realistic contexts for language learning.

The Teacher's Book contains 30 extra classroom activities per level, helping to cater for different learning needs, and photocopiable training activities help learners become more autonomous.

Visit the website for online research activities, background briefings and podcasts from the authors, worksheets, wordlists and more.

This course includes: Student's Book, Personal Study Book with Audio CD, Teacher's Book, Audio CDs, Whiteboard Software for Level 1.

For complete ISBN listings, see pages 97–104.

➔ www.cambridge.org/elt/english365

New International Business English

Leo Jones and Richard Alexander

UPPER-INTERMEDIATE

- ✓ 1 level
- ✓ 90 hours' teaching time

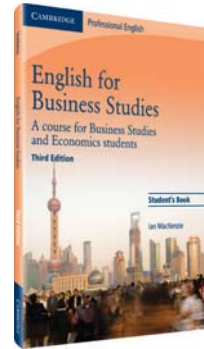


Through fifteen topic-based units, this course offers thorough vocabulary development and frequent opportunity for discussion. The Student's Book comes with a free BEC Preparation CD-ROM.

This course includes: Student's Book with BEC Preparation CD-ROM, Student's Book, Audio CDs, Workbook, Workbook Audio CD Set, Teacher's Book, Video.

For complete ISBN listings, see pages 97–104.

➔ www.cambridge.org/elt/nibe



NEW
EDITION
SPRING 2010

English for Business Studies

A course for Business Studies and Economics students

Third edition

Ian MacKenzie

UPPER INTERMEDIATE TO ADVANCED

- ✓ 1 level
- ✓ 60–90 hours' teaching time



Thoroughly revised to meet the needs of today's students, this best selling course helps students to understand and talk about key concepts in business and economics.

Reflecting recent changes in the world's business and economic environment, the course features new units including Corporate Social Responsibility and Venture Capital.

New authentic audio recordings, including up-to-date interviews with business people, give realistic listening practice.

Using case studies, discussions and role-plays to help learners develop and defend their own viewpoints, it covers the most important areas of management, production, marketing, finance and macroeconomics.

Teachers can keep track of students' progress with the four assessment tests provided in the Teacher's Book.

The second edition will continue to be available for a limited period.

This course includes: Student's Book, Teacher's Book, Audio CDs. For complete ISBN listings, see pages 97–104.



Cambridge Copy Collection

These lively photocopiable resource books are an ideal way to give further practice where it's needed, whilst motivating students and keeping learning fun. Step-by-step teacher's notes make them easy to use with minimum preparation and ready-made activities mean that you can just photocopy... and go!

www.cambridge.org/elt/cc For complete ISBN listings, see pages 97–104.

Cambridge Business English Activities

Serious fun for Business English students

Jane Cordell

BEGINNER TO UPPER-INTERMEDIATE

Ready-to-use pair and group activities, practising the most common functions and language of business, from eating out to negotiating.



In Business

Activities to bring Business English to life

Marjorie Rosenberg

PRE-INTERMEDIATE TO ADVANCED

Focusing on functional language, vocabulary and skills, these activities encourage active discussion. They cover functions such as negotiating, telephoning and presenting.



Business English Frameworks

Paul Emmerson

INTERMEDIATE TO ADVANCED

Designed for learners already in work, these activities provide frameworks that encourage learners to talk about their own work situation in a structured way.



Business Roles 2

Simulations for Business English

John Crowther-Alwyn

INTERMEDIATE TO ADVANCED

Designed to get students talking, these short role-plays are set in manufacturing and service organisations around the world. Prescribed roles enable learners to concentrate on their communication skills and fluency while participating in lively discussions.



Decisionmaker

David Evans

INTERMEDIATE TO ADVANCED

Suitable for learners with or without business experience, these challenging business problems are designed to engage learners in discussion and decision-making.



Intercultural Resource Pack

Intercultural communication resources for language teachers

Derek Utley

INTERMEDIATE TO ADVANCED

What is culture? How do you tell people about your national culture? How do you talk about your organisation's culture? These activities develop intercultural awareness and competence by dealing with important cultural issues and questions.



Professional English Online

Online support for teachers and trainers of business English and ESP

News and views

- Keep up-to-date with the world of professional English
- Hear what leading names have to say on a range of business English and ESP topics
- Find in-depth articles on what really matters in professional English today

Practical help

- Find ready-to-use activities from ELT specialists
- Download extra resources to support our business and ESP titles, including worksheets, wordlists, lesson plans and more

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Company to Company

A task-based approach to business emails, letters and faxes

Fourth edition

Andrew Littlejohn

PRE-INTERMEDIATE TO UPPER-INTERMEDIATE



Suitable for anyone studying or working in business, commerce or administration, this course teaches and practises correspondence in English.

This course includes: Student's Book, Teacher's Book. For complete ISBN listings, see pages 97–104.

Business Reports in English

Jeremy Comfort, Rod Revell and Chris Stott

UPPER-INTERMEDIATE



A task-based approach to reading and writing business reports in English.

This course includes: Book. For complete ISBN listings, see pages 97–104.

Professional Presentations

Malcolm Goodale

UPPER-INTERMEDIATE TO PROFICIENCY



A flexible, video-based course for trainers working with students who want to learn how to present professionally in English.

This course includes: Video. For complete ISBN listings, see pages 97–104.



Essential Telephoning in English

Tony Garside and Barbara Garside

PRE-INTERMEDIATE TO INTERMEDIATE



Suitable for classroom use or self-study, this course covers a wide range of communication skills such as beginning and ending a call, dealing with problems and making appointments.

This course includes: Student's Book, Teacher's Book, Audio CD. For complete ISBN listings, see pages 97–104.

Telephoning in English

Third edition

B. Jean Naterop and Rod Revell

INTERMEDIATE TO UPPER-INTERMEDIATE



Suitable for classroom use or self-study, this course develops and consolidates practical telephone skills in a variety of contexts, with activities ranging from message-taking to spelling practice.

This course includes: Student's Book, Audio CDs. For complete ISBN listings, see pages 97–104.

Telephoning in English CD-ROM

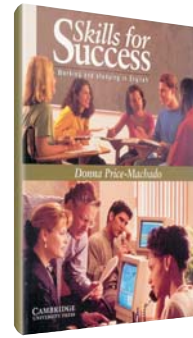
Rod Revell and B. Jean Naterop

INTERMEDIATE TO UPPER-INTERMEDIATE



This CD-ROM integrates audio, images and text to help learners improve their telephoning skills. It includes vocabulary building, as well as listening and speaking practice.

This course includes: CD-ROM – Single user and Network versions. For complete ISBN listings, see pages 97–104.



Skills for Success



Working and studying in English

Donna Price-Machado

PRE-INTERMEDIATE TO INTERMEDIATE

This course teaches all four language skills through co-operative learning techniques as well as skills essential to vocational or college-based students.

This course includes: Student's Book, Teacher's Manual. For complete ISBN listings, see pages 97–104.

Business Communications



International case studies in English

Drew Rodgers

UPPER-INTERMEDIATE TO ADVANCED

Business Communications uses case studies to develop communication skills along with international business acumen.

This course includes: Student's Book, Instructor's Manual. For complete ISBN listings, see pages 97–104.

English for International Negotiations



A cross-cultural case study approach

Drew Rodgers

UPPER-INTERMEDIATE TO ADVANCED

Built around case studies, this book puts students at the centre of the action where they can develop communication skills, and practise negotiation whilst considering its cross-cultural aspects.

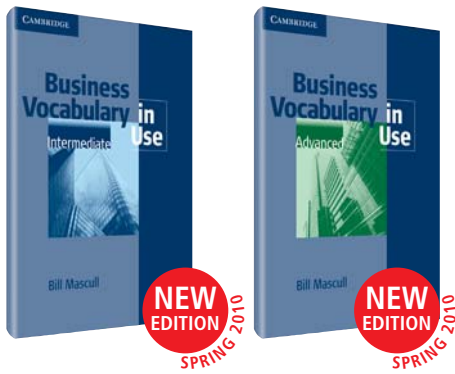
This course includes: Book, Instructors Manual. For complete ISBN listings, see pages 97–104.

See also...

The Language of Business Meetings

Page 91





Business Vocabulary in Use

Second editions

Bill Mascull

INTERMEDIATE TO ADVANCED

With brand new editions for the INTERMEDIATE and ADVANCED levels, *Business Vocabulary in Use* is a must for any teacher or learner of business English.

Ideal for self-study, class use and one-to-one lessons, each unit gives clear explanations of new language plus exercises to practise using the language.

The second editions come with a brand new CD-ROM complete with:

- interactive practice exercises and games
- audio of each word or phrase
- tests for each unit of the book
- a phonemic chart for pronunciation support.

Bringing you right up-to-date with the language you need for business today, the second editions reflect recent developments in technology, global relations and financial practice.

Intermediate features topics such as Culture at Work, as well as skills development work on Presentations and Negotiations.

Advanced features topics such as Competitive Strategy and Globalisation, plus skills-development work on Business Writing and Working in International Teams.

With vocabulary drawn from the newly-expanded Cambridge Business English Corpus – a collection of real English compiled from authentic sources including business magazines, professional journals and educational books – you can be sure that the language learnt is up-to-date, relevant and natural.

For complete ISBN listings, see pages 97–104.

Business Vocabulary in Use

Bill Mascull

ELEMENTARY TO ADVANCED

Elementary

- Covers topics such as Numbers, Time, Money, and Products and Services.
- Features business communication skills such as preparing presentations and chairing meetings.
- Includes introductory learner-training units with valuable ideas on how to improve your learning.

Intermediate

- Covers topics such as Jobs, People and Organisations, Finance and Culture.
- Features business communication skills such as discussion techniques and negotiating.

Advanced

- Covers topics such as Competitive Strategy and Corporate Responsibility.
- Features workplace skills such as team building, managing talent and management styles.

These first editions will continue to be available for a limited period.

For complete ISBN listings, see pages 97–104.

Test Your Business Vocabulary in Use

INTERMEDIATE TO ADVANCED

These sets of tests accompany each level of *Business Vocabulary in Use* but can also be used independently.

Intermediate

George Bethell and Patricia Aspinall

Advanced

Joy Godwin and Lyn Strutt

These editions will continue to be available for a limited period.

For complete ISBN listings, see pages 97–104.



Words at Work

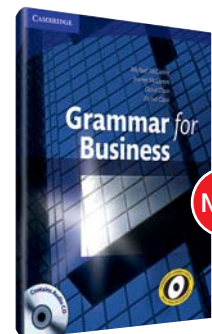
Vocabulary development for Business English

David Horner and Peter Strutt

INTERMEDIATE TO UPPER-INTERMEDIATE

Seventeen topic-based units cover a wide variety of business themes and include useful vocabulary-learning tips.

This course includes: Paperback, Audio CD. For complete ISBN listings, see pages 97–104.



Grammar for Business

Michael McCarthy, Jeanne McCarten, David Clark and Rachel Clark

INTERMEDIATE TO UPPER-INTERMEDIATE

Suitable for classroom use or self-study, this book is ideal for business students and anyone using English in the workplace.

Informed by the Cambridge Business Corpus, you can be sure that the language presented is practical and up-to-date.

Providing clear explanations and authentic practice of essential business language, the book focuses on both spoken and written grammar to help students improve their communication skills in realistic situations.

This course includes: Book with Audio CD. For complete ISBN listings, see pages 97–104.

See also...

Professional English in Use

Vocabulary reference and practice for specialist areas of professional English

Pages 45 to 49

