



organizations work together.

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.

This new series of video-based courses is aimed at professional people who need to improve their language and communication skills in specific business areas. Each course takes a common business function such as giving a presentation or participating in a meeting, and takes learners through a stage-by-stage analysis of the skills and language they need to perform these functions effectively in English. Effective Negotiating helps learners with negotiating in a variety of different situations, from day-to-day encounters within organizations to more substantial negotiations between companies.

A practical, video-based course designed for professional people who need to attend meetings in English. It takes learners systematically through the core communication and language skills needed to participate effectively in meetings, and helps them to develop these skills in meaningful and realistic ways. The video illustrates both bad and good extracts from meetings for analysis and discussion. Level: intermediate and upper-intermediate.

This series of five video-based courses helps to improve language and communication skills in specific business areas.

Designed for professional people who need to take part in negotiations in English, helps learners with negotiating in a variety of different situations, from day-to-day encounters within organizations to more substantial negotiations between companies. It covers a range of skills including active listening, structuring and negotiating, maintaining positive communication and developing self-awareness.

What is business for? Day one of a business course will tell you: it is to maximise shareholder profit. This single idea pervades all our thinking and teaching about business around the world but it is fundamentally wrong, Colin Mayer argues. It has had disastrous and damaging consequences for our economies, environment, politics, and societies. In this urgent call for reform, Prosperity challenges the fundamentals of business thinking. It sets out a comprehensive new agenda for establishing the corporation as a unique and powerful force for promoting economic and social wellbeing in its fullest sense - for customers and communities, today and in the future. First Professor and former Dean of the Saïd Business School in Oxford, Mayer is a leading figure in the global discussion about the purpose and role of the corporation. In Prosperity, he presents a radical and carefully considered prescription for corporations, their ownership, governance, finance, and regulation. Drawing together insights from business, law, economics, science, philosophy, and history, he shows how the corporation can realize its full potential to contribute to economic and social wellbeing of the many, not just the few. Prosperity tells us not only how to create and run successful businesses but also how policy can get us there and fix our broken system.

The Oxford Guide to Effective Writing & Speaking is the essential guide for everyone who needs to communicate clearly and effectively. It combines practical advice on specific writing and speaking tasks with detailed self-help chapters covering grammar, spelling, and the writing process itself.

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

Covers a wide range of business areas including Finance, Commerce, Marketing, and Human Resources Up-to-date vocabulary from British and American English Special sections help with common phrases to show words that are always used together (e.g. competitive/high/low prices) 1,000 most important terms are marked with a star

Engaging topics, motivating role-plays, and a variety of exercises provide a framework for each specialist subject Tip boxes in each unit include key language points, useful phrases, and strategies STARTER section at the beginning of each unit has warm-up and awareness-raising activities OUTPUT sections at the end of each unit encourage discussion and reflection

Answers, transcripts, and a glossary of useful phrases at the back of each book Self-study material on the interactive Multi-ROM includes realistic listening extracts and interactive exercises for extra practice

"Successful presentations is a video course that teaches you how to plan, structure, and deliver presentations in English at work. On the DVD over two hours of material including: interviews with business professionals, expert advice on giving presentations, extracts from business presentations, expert analysis of those presentations."--Container.

This new series of video-based courses is aimed at professional people who need to improve their language and communication skills in specific business areas. Each course takes a common business function such as giving a presentation or participating in a meeting, and takes learners through a stage-by-stage analysis of the skills and language they need to perform these functions effectively in English.

This video-based course focuses on key aspects of socializing from first contacts to getting to know people and social engagements.

Colin Robinson cleverly demonstrates here how to negotiate effectively and with confidence in any situation. In a lively and enjoyable style, packed with real-life examples and cases, the book shows: -- What negotiation is really all about -- How to prepare -- The process of negotiation -presenting your case -responding to the other party -gaining a successful conclusion -- How to put theory into practice. -- Helps managers improve an essential management skill -- Emphasizes constructive negotiation: the win-win situation

Effective Academic Writing presents the writing modes and rhetorical devices students need to succeed in an academic setting.

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.

This video-based course focuses on the main skills involved in giving presentations in English, from starting and concluding to using visual aids and handling questions.

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.

[Copyright: 43fad48e59f3b4eefe2749821bcfe216](#)