

Ignatieff explains the enduring appeal of Berlin's essay, and a new appendix that provides rich context, including excerpts from reviews and Berlin's letters, as well as a startling new interpretation of Archilochus's epigram.

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.

Please note that the Print Replica PDF digital version does not contain the audio. English for Aviation is part of the EXPRESS SERIES. It has been designed to help students reach ICAO Operational Level 4. It can be used to supplement a regular coursebook, on its own, as a stand-alone intensive specialist course, or for self-study. English for Aviation will help pilots and air traffic controllers with standard phraseology as well as improve plain English in the skills areas specified by ICAO.

Make an Impact with your Written English deals with the English business writing you need to take you a step further in your executive career. The book also helps organizations stand apart by getting noticed for the right reasons, whatever the target audience. It focuses on writing English as a key business tool and how clear, concise messages are a must in international business today. Yet the fewer words you use, the more important it is to get them right. So the book focuses on word power: to promote and sell your messages - as well as 'brand you' and your organizational brand. An essential read, full of invaluable advice and checklists for native and non-native English writers who need to brush up their skills in writing English for sales, PR, presentations, reports, minutes, manuals and the web etc.

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.

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.

Please note that the Print Replica PDF digital version does not contain the audio. English for Football is for anyone who plays football, coaches players, or manages a team. It focuses on vocabulary and expressions used in this global sport. Training, tactics, and skills are covered along with topics such as nutrition, fitness, and treatment. Includes a foreword by Sir Alex Ferguson, the Manchester United Manager.

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.

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.

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 Grammar Guru will solve the world's problems. Or, at least, help you figure out when to use an Oxford comma. The New York Times Put your English skills to work for you! This book is ideal for intermediate and advanced (CEFR B1-C1) nonnative speakers of English seeking to increase their communication confidence and effectiveness in the workplace. Improve your precision and professionalism so your ideas shine! The book consists of 50 short quizzes which include the most common English errors made by nonnative speakers in professional environments. This fun format allows you to find your own frequent errors and fix them. You will test your skills quickly, daily, and build your language awareness and accuracy in writing and speaking English. Short, clear explanations after each quiz help you improve your knowledge of the grammar rules. Complementing the quizzes are Ellen says boxes with the same practical advice on good communication etiquette and habits that Ellen has been sharing for years with large corporate clients in New York City and beyond. Witty and humorous drawings illustrate confusing language and common misunderstandings. The focus of the exercises is on fixing your grammar and problems with word choice. Examples are pulled from every industry: finance, law, consulting, publishing, real-estate, retail, technology, energy, pharmaceutical, manufacturing, education, advertising, government, insurance, non-profit, and more. Whatever your profession or interest, you will benefit from the exercises contained in this book. If you are just looking to sharpen your English, this book is for you, too. You will be learning from a professional writer with two decades of experience teaching executives in a business setting. A language-learner herself who has studied some two dozen languages, Ellen Jovin has written this book to help motivated working adults advance their business English on their own time and at their own pace.

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.

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

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

EFFECTIVE NEGOTIATING LIVRE ELEVEOxford University

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

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