

Oxford Business English English For Logistics

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.

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

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

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

The Cambridge Advanced Learner's Dictionary gives the vital support which advanced students need, especially with the essential skills: reading, writing, listening and speaking. In the book: * 170,000 words, phrases and examples * New words: so your English stays up-to-date * Colour headwords: so you can find the word you are looking for quickly * Idiom Finder * 200 'Common Learner Error' notes show how to avoid common mistakes * 25,000 collocations show the way words work together * Colour pictures: 16 full page colour pictures On the CD-ROM: * Sound: recordings in British and American English, plus practice tools to help improve pronunciation * UNIQUE! Smart Thesaurus helps you choose the right word * QUICKfind looks up words for you while you are working or reading on screen * UNIQUE!

SUPERwrite gives on screen help with grammar, spelling and collocation when you are writing * Hundreds of interactive exercises

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.

This wide-ranging and authoritative dictionary contains over 7,100 entries covering all areas of business and management, including marketing, organizational behaviour, business strategy, law, and taxation. In its sixth edition, it features the very latest developments, such as those relating to information technology (including mobile technology), and the financial crisis and the subsequent sovereign debt crisis. Entries have been updated to refer to recent events and news in the field, for example the LIBOR scandal. Over 100 new entries have been added including bitcoin, Cog's Ladder, mobile commerce, Six Sigma, social media, theory of institutional deficiencies, and zero-hours contract. Furthermore, there is expanded coverage of areas such as financial regulation and corporate social responsibility, with a number of new entries offering insight into these topics, including aw-shucks defence and Financial Conduct Authority. The new edition of this established bestselling dictionary elucidates modern financial and management jargon, defining entries in a clear, concise, and accessible manner. With recommended web links for many entries, accessible and kept up to date via the Dictionary of Business and Management companion website, this edition is more informative than ever. This A--Z reference work is essential for business students, teachers and professionals, and useful for anyone needing a guide to business terminology.

CD-ROM includes: Everything in the dictionary, plus extra words and examples; pronunciation for listening and practicing; search options for words used in Financy, Marketing, HR, etc.; listening exercises to prepare for the BEC exams; grammar and vocabulary exercises.

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

Business Result Second Edition offers business professionals more communication and language practice than ever before, helping students develop relevant communication skills they can use immediately in the workplace.

Please note that the Print Replica PDF digital version does not contain the audio. English for Cabin Crew is part of the EXPRESS SERIES. It is the ideal quick course for flight attendants who need to use English on the ground or in the air. It's also suitable for students who are interested in a career in cabin service and are preparing for an entry test or interview with an airline. It can be used to supplement a regular coursebook, on its own as a stand-alone intensive specialist course, or for self-study. With English for Cabin Crew the sky's the limit.

Please note that the Print Replica PDF digital version does not contain the audio. English for Negotiating is part of the EXPRESS SERIES. It is the ideal quick course for anyone who needs to negotiate in English at work. 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 Negotiating will give you the English you need to close the deal.

Effective Telephoning builds learners' confidence in making and receiving calls in English. The ten free-standing units focus on a range of skills such as preparing and structuring a call, dealing with messages and answerphones, and responding to situations in the most appropriate way. The calls take place between an American and a British company, presenting learners with a variety of language models and business styles.

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.

Oxford English for careers is a new, up-to-date course where you learn what you need to know for a career in commerce.

A course to enable professionals to communicate more confidently in English both in and out of the workplace.

Gives background to the business learner's world and strategies for approaching the training task, focusing on the learner's professional knowledge and experience. This book is suitable for teachers, trainers, and course organizers in the field of Business English or considering a move into it.

Part of the Leadership Development Publication Series, aimed at improving local government, managing change, setting goals and objectives, providing local resources, and helping community leaders and organizations work together.

A contemporary, highly practical language course for professional adults.

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.

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