

## Intelligent Business Elementary Workbook With Audio Cd

Intelligent Business uses informative and up-to-date authentic material from the Economist. It is fully benchmarked alongside the Cambridge BEC exam suite and Common European Framework.

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

What's special about the Skills Book? You can teach a business English skills course with ease, or use it to add business skills to a general course Useful, functional business language is easy to teach - each unit focuses on language strategies for a practical area of business English such as 'Negotiate' You don't have to be a business expert to teach business skills because there's a step-by-step guide on key business practices in the 'Good Business Practice' section at the back of the book Your students will be motivated by the CD-ROM that has loads of interactive practice activities, video extracts, all the Skills Book audio and much more Poses the question, how can you energize people to see problems not as obstacles to success but as opportunities for innovation? Looks at what makes a lateral leader - the kind of person who can create a climate of creativity by inspiring people to have the confidence to take risks, and who can then develop their skills in creative techniques. Presents practical exercises for implementing the principles of lateral thinking and uses real-life examples to illustrate the rules, principles and processes involved. Beginning students will learn some 1,200 basic English vocabulary items in Basic Vocabulary in Use, which is designed for both classroom and self-study use. The book contains 60 units that cover approximately 1,200 new vocabulary items. It also offers an index with phonetic transcriptions. An edition with answers, suitable for self-study, is also available.

The Teacher's Book has straightforward teaching notes and photocopiable activities for the Coursebook and Skills Book. It also has a Test Master CD-ROM which enables you to make your own tests or choose from ready-made placement, progress and end-of-level tests. Contains all the audio tracks for use with the Students' Book.

Based on the success of the original edition, The Business 2.0 continues to offer Business English students the confidence, language and fundamentals skills they need to succeed in the competitive international business environment. The Teacher's Book contains notes and answer keys. This pack comes with the Teacher's Resource Disc.

'Speakout' is a 6-level general English course for adults developed in association with the BBC; bridging the gap between the classroom and

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the real world helping students express themselves in English.

Samborn and Yelin offer a modern, readable approach to effective legal writing with the fifth edition of *Basic Legal Writing for Paralegals*. The authors provide comprehensive coverage in an accessible format tailored to the needs of paralegal students. The practical approach emphasizes the role of the paralegal and how different types of legal writing are used in practice. The text begins with an overview of the legal system that provides clear context for the different types of writing covered in the text. Then, the authors give step-by-step instruction on the writing process, leading students through each stage of legal writing, from prewriting strategies to revising. The comprehensive coverage includes the IRAC method, how to synthesize cases and authorities, legal memoranda, persuasive writing, in-house and objective client documents, and letters, and the citation coverage has been updated to the 20th edition of the Bluebook and the 5th edition of the ALWD Guide to Legal Citation.

This is a new release of the original 1927 edition.

Prepare your students for the world of business with the *Intelligent Business Coursebook*. Using authentic materials from the *Economist* © magazine *Intelligent Business* covers key business concepts within a comprehensive business English syllabus. *Lifestyle Active Teach* provides software for interactive whiteboards or computer with projector. It is also ideal for use on a laptop and in one-to-one classes.

With its combination of stimulating, informational content and systematic skills work, *Language Leader* is the ideal course to develop students' analytical and communicative skills.

It's a course with a new syllabus area called natural English - accessible, high-frequency phrases which elementary learners can pick up and use. You'll find an emphasis on how to use real language: natural English provides thinking and rehearsal time, confidence-building practice, and task-centred speaking. There's a special focus on learning how to listen and help with pronunciation and listening sections include extra pronunciation and listening exercises. For teachers... there's a new kind of teachers book, with specially designed lesson plans, and five 'how to...' teacher development chapters.

Vocabulary tests to accompany the popular *English Vocabulary in Use Elementary* second edition. *Test Your English Vocabulary in Use Elementary* 2nd edition can be used on its own or with the companion volume *English Vocabulary in Use Elementary* 2nd edition. It is a handy book of tests covering the vocabulary practised in *English Vocabulary in Use Elementary* 2nd edition.

The *Intelligent Business Workbook* gives students more practice of the language covered in the *Coursebook*. It has real news articles from *The Economist* (c), and is fully aligned with the Cambridge BEC exams. With the audio CD in the back of the book, students can practice their listening at home.

*Business Result* is a six-level business English course that gives students the communication skills they need for immediate use at work.

Designed to meet the everyday language requirements of people who need English for work, socializing, and travel. As

well as dealing with how people communicate at work, it also helps learners interact effectively outside the work environment, enabling them to 'get things done' in a variety of situations.

The highly acclaimed 'Practice of English Language Teaching' is the essential guide for teachers of English in a wide range of contexts. The fifth edition has been revised to reflect new developments in language teaching. It explains current pedagogy to teachers who want to access the most relevant ELT practices and incorporate them into their lessons.

Balkan Legacies is a study of the aftermath of war and state socialism in the contemporary Balkans. The authors look at the inescapable inheritances of the recent past and those that the present has to deal with. The book's key theme is the interaction, often subliminal, of the experiences of war and socialism in contemporary society in the region. Fifteen contributors approach this topic from a range of disciplinary backgrounds and through a variety of interpretive lenses, collectively drawing a composite picture of the most enduring legacies of conflict and ideological transition in the region, without neglecting national and local peculiarities. The guiding questions addressed are: what is the relationship between memories of war, dictatorship (communist or fascist), and present-day identity—especially from the perspective of peripheral and minority groups and individuals? How did these components interact with each other to produce the political and social culture of the Balkan Peninsula today? The answers show the ways in which the experiences of the latter part of the twentieth century have defined and shaped the region in the twenty-first century.

Intelligent Business is a range of Business English materials that includes components specifically designed to meet the need of students who either need to learn business through English or perform familiar business tasks in English.

The Intelligent Business Workbook consolidates the language of the Intelligent Business Coursebook by providing further practice of key vocabulary, grammar and skills. Throughout the workbook there are Cambridge BEC style tasks to familiarise students with the exam.

Best Practice is a four-level business English course designed for both pre-work and in-work students. It uses realistic, international contexts to train learners in the English needed for both the professional and personal sides of modern business life

Technical English Level 1 covers the core language and skills that students need to communicate successfully in all technical and industrial specifications.

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