

# Business English

Choose the sentence in each pair that is written in Business English.

- \_\_\_\_\_ 1. A What do they bring to the table?  
B What does that company offer to the team?
- \_\_\_\_\_ 2. A I wrote it down in the meeting notes.  
B I captured that in the minutes.
- \_\_\_\_\_ 3. A That document is due at the end of the month.  
B The deliverable is due at the end of the month.
- \_\_\_\_\_ 4. A Tell me how much money we made.  
B Give me the bottom line.
- \_\_\_\_\_ 5. A We all benefit from this situation.  
B This is a win-win situation.
- \_\_\_\_\_ 6. A When is this project due?  
B What's the deadline for this project?
- \_\_\_\_\_ 7. A Ryan is off today.  
B Ryan is on PTO.
- \_\_\_\_\_ 8. A George needs to get to know more people.  
B George needs to network more.



# Skills For Business English Student Level 2

**Terry C. Jones**



## **Skills For Business English Student Level 2:**

English for Everyone Business English Level 2 Dorling Kindersley Publishing Staff, 2017-01-03 English for Everyone is an exciting and comprehensive self study course for adults learning English as a foreign language This course is a unique new series with a visual engaging and easy to follow style to make the English language easy to learn Learn business English by reinforcing key language skills grammar rules and vocabulary with listening speaking reading and writing exercises This unique course is easy to use starting at beginner level and working up to advanced English to help you grow in confidence as you learn This Business English Intermediate Practice Book introduces business topics such as interpersonal skills meeting vocabulary emailing a client and attending interviews Audio material is provided at every stage through the English For Everyone website and Android iOS apps to provide vital experience of spoken English and make even tricky phrases easy to understand Perfect for personal study or to support exams including TOEFL and IELTS English for Everyone is suitable for all levels of English language learners

*Speaking for Business Activity* Lely Novia, Yunitari Mustikawati, Ananta Vidya, Speaking for Business Activity is a comprehensive guidebook that equips professionals with the essential skills to communicate effectively in various business settings Whether you're presenting to clients leading meetings negotiating deals or networking with industry peers this book provides practical insights and strategies to help you communicate with confidence and leave a lasting impact Inside you'll find techniques to overcome public speaking anxiety strategies for crafting compelling messages and tips for using body language and storytelling to engage your audience With practical exercises and real life examples this book empowers you to adapt your communication style to different business contexts enhancing your ability to succeed in all your business activities If you're ready to take your communication skills to the next level Speaking for Business Activity is your go to resource for becoming a persuasive and influential speaker in the business world

*Developing Courses in English for Specific Purposes* H. Basturkmen, 2015-12-11 Presented in two parts this book firstly introduces core considerations in ESP course development drawing on examples from a wide range of ESP and EAP courses Secondly four case studies show how experienced ESP teachers and course developers went about developing courses to meet the needs of their particular learners

**Business Benchmark Pre-intermediate to Intermediate BULATS Student's Book** Norman Whitby, 2013-01-24 La 4e de couv indique Business benchmark second edition is the official Cambridge English preparation course for BULATS A pacy topic based course with comprehensive coverage of language and skills for business it motivates and engages both professionals and students preparing for working life

*Tutoring: Complete Home Business Guide* Kimberly Davison-Fujioka, 2011-07-08 This book contains free advertising techniques and tutor referral services that will find students for you Two full chapters on setting up an online tutoring system show you step by step how to set up your computer and what online teaching platforms are best to use Guidance on how to talk to parents who children are in trouble at school how to talk to the student to encourage them and how to uncover the

reasons why a student is not doing well at school

*Business Intelligence and Modelling* Damianos P. Sakas, Dimitrios K. Nasiopoulos, Yulia Taratuhina, 2021-01-31 This book highlights interdisciplinary insights latest research results and technological trends in Business Intelligence and Modelling in fields such as Business Intelligence Business Transformation Knowledge Dissemination Implementation Modeling for Logistics Business Informatics Business Model Innovation Simulation Modelling E Business Enterprise Conceptual Modelling etc The book is divided into eight sections grouping emerging marketing technologies together in a close examination of practices problems and trends The chapters have been written by researchers and practitioners that demonstrate a special orientation in Strategic Marketing and Business Intelligence This volume shares their recent contributions to the field and showcases their exchange of insights

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*Research in Education* ,1973 *The 08/09 Guide to Education in Ireland* , **Resources in Education** ,1994 Serves as an index to Eric reports microform

**Teach Business English** Sylvie Donna, 2000-07-27 This book provides a practical introduction to Business English for new and experienced teachers and deals with a range of issues from needs analysis and course planning to testing and evaluation

*Asian Research on English for Specific Purposes* Youzhong Sun, Liwen Li, Hong Cai, 2020-05-20 English for Specific Purposes ESP addressing the communicative needs and practices of particular professional or occupational groups has developed rapidly in the past fifty years and is now a major force in English language teaching and research This critical volume helps innovate the theory practice and methodology for ESP teaching and research in Asian countries and areas Promoting communication and enhancing cooperation on ESP research and pedagogy across cultures it provides ESP scholars educators and practitioners with an opportunity to benefit from each other s research and expertise in an age of globalization and digitalization The volume provides an in depth analysis of the latest scholarship on English teaching and research for general and specific academic and occupational purposes the

intercultural communication in ESP contexts corpus linguistics and data driven instruction for ESP computer assisted language learning and mobile assisted language learning evaluation of English writing courses and ESP translation strategies

*Distributive Education Instructional Materials* Ohio State University. Center for Vocational and Technical Education,1972

Business and Office Education from AIM 1967-1971 United States. Office of Education,1972      **Directory of Distance**

**Learning Opportunities** Modoc Press, Inc.,2003-02-28 This book provides an overview of current K 12 courses and programs offered in the United States as correspondence study or via such electronic delivery systems as satellite cable or the Internet The Directory includes over 6 000 courses offered by 154 institutions or distance learning consortium members Following an introduction that describes existing practices and delivery methods the Directory offers three indexes Subject Index of Courses Offered by Level Course Level Index Geographic Index All information was supplied by the institutions Entries include current contact information a description of the institution and the courses offered grade level and admission information tuition and fee information enrollment periods delivery information equipment requirements credit and grading information library services and accreditation

*ProFile 2: Teacher's Book* John Hughes,2005-04-14 Clear introduction to business for teachers and students Global content and authentic sources Integrated video CD ROM with Student s Book Progressive language syllabus Fluency driven case studies levels 2 and 3 Complete commercial writing syllabus Video DVD available for each level      Daily Graphic Elvis Aryeh,2002-05-09      Introducing Business English Catherine

Nickerson,Brigitte Planken,2015-09-16 Introducing Business English provides a comprehensive overview of this topic situating the concepts of Business English and English for Specific Business Purposes within the wider field of English for Special Purposes This book draws on contemporary teaching and research contexts to demonstrate the growing importance of English within international business communication Covering both spoken and written aspects of Business English this book examines key topics within Business English including teaching Business English as a lingua franca intercultural business interactions blended learning and web based communication discusses the latest research on each topic and possible future directions features tasks and practical examples a section on course design and further resources Written by two leading researchers and teachers Introducing Business English is a must read for advanced undergraduate and postgraduate students studying Business English Business English as a Lingua Franca and English for Specific Business Purposes      **The Condition of Education** ,2001

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