

Telephoning in English

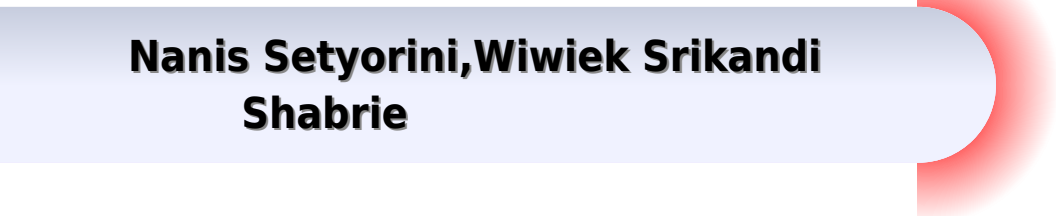
Second Edition

John Gower
John Wells

Cambridge University Press

Telephoning In English Coursebook

**Nanis Setyorini, Wiwiek Srikandi
Shabrie**



Telephoning In English Coursebook:

Telephoning in English Coursebook B. Jean Naterop, Rod Revell, 1997-05-08 A comprehensive course developing practical telephone skills Suitable for self study Express Series English for Telephoning David Gordon Smith, 2015-10-08 Please note that the Print Replica PDF digital version does not contain the audio English for Telephoning is part of the EXPRESS SERIES It is the ideal quick course for anyone who needs to make effective telephone calls in a business context 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 Telephoning is suitable for learners at pre intermediate to intermediate levels *English for Telephoning* David Gordon Smith, 2007 English for Telephoning teaches students strategies for communicating by telephone and trains them how to sequence a conversation The course builds up students confidence to communicate effectively during a telephone call English for Telephoning has six units which deal with specific areas related to communicating by telephone including spelling over the phone and leaving and taking messages Skills become more advanced as the course progresses Exercises in every unit allow students to review their telephone English learn new expressions and practise core grammatical structures publisher s website

Essential Telephoning in English Student's Book Barbara Garside, Tony Garside, 2002-08-22 Essential Telephoning in English is a short course in telephoning skills for pre intermediate to intermediate learners of Business English *Essential Telephoning in English Teacher's book* Barbara Garside, Tony Garside, 2002-08-22 Essential Telephoning in English is a short skills course for adult learners of Business and general English Its 11 core units cover a wide range of communication skills such as beginning and ending a call taking messages dealing with problems making appointments and communicating information The course enables learners to check their progress with three consolidation units as well as an end of course review unit It has been designed primarily for use in class but is also suitable for self study

Activate Your English Pre-intermediate Teacher's Book Barbara Sinclair, 1996-02-29 Activate Your English is a short course for adults Essential Telephoning in English Barbara Garside, 2012 Essential Telephoning in English is a short skills course for adult learners of Business and general English Its 11 core units cover a wide range of communication skills such as beginning and ending a call taking messages dealing with problems making appointments and communicating information The course enables learners to check their progress with three consolidation units as well as an end of course review unit This resource is aimed at pre intermediate and intermediate learners of business and general English It has been designed primarily for use in class but is also suitable for self study This set includes a teacher s book student s book and audio CD ROM Table of contents Answering the phone Beginning a call Ending a call Connecting people Messages 1 Messages 2 Communication problems Appointments and arrangements Recorded information Messages 3 Telephone conferences Review

Telephoning in English Bertha Jean Naterop, Rod Revell, 2004 *Achiever's Course in English: Course Book 8* Aloke Roy Chowdhury & Joyati Sen, Ed.: Susan P. Cokyll, 2005 Features Participatory Learning And Purposeful Group Activity

Fluency In Spoken Language Reading Texts Appropriate For Each Level With Related Questions Exploring The Depth Of The Learner S Understanding Writing Skills With Emphasis On Accuracy And Fluency Note Making And Summarising Activities Elements Of Language Integrated With Competencies *English Practicum Skill Book* Nanis Setyorini,Wiwiek Srikandi Shabrie,2020-12-11 This coursebook is designed primarily for accounting and management students who are taking English practicum in STIESIA Surabaya The materials are concerning to business and workplace contexts Thus various language skills and topics are developed to enhance student s English language proficiency In particular various vocabularies phrases texts talks and conversations for business purposes are presented to delineate student s comprehension as well as to advance student s communication skills with colleagues superiors clients customers and other parties at work In this book each unit is organized into four language skills reading skill listening skill speaking skill and listening practice tests Moreover this book involves various English expressions that business people commonly use at work in the section of language skills These can help students in practicing real English usage in the office

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