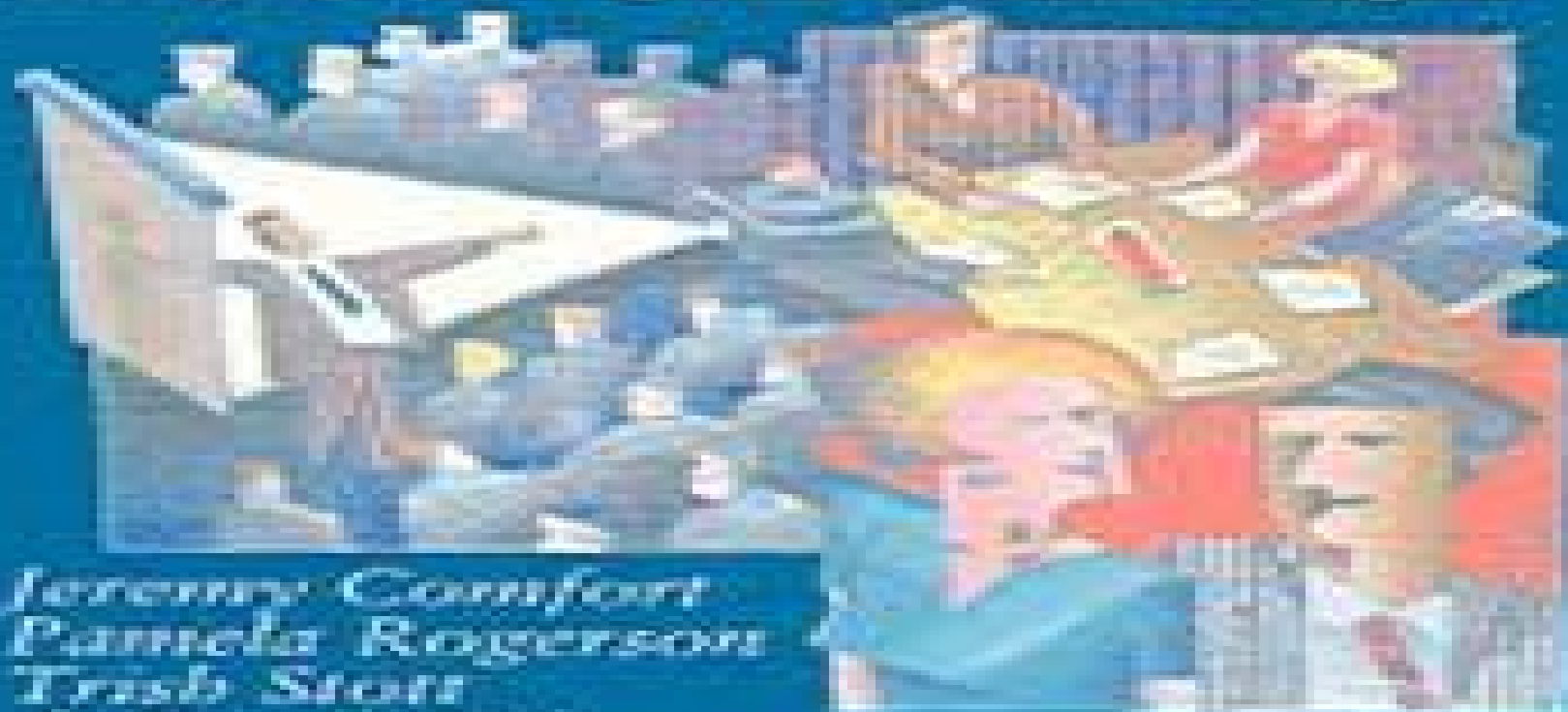


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Business English and Communication Moira Sambey,1999 The book begins with the basics of communication and sentence structure in English and leads the reader step by step through to the formal report writing and public speaking with the aim of improving the reader s speaking listening reading and writing skills essential in today s global business world The book is designed for intermediate level students and readers and those at the advanced level who wish to give a final polish to their skills It is suitable both for classroom use and self study adopting a hand on approach to learning Language learning is a living process through the many exercises and tasks in the book the reader will have ample opportunity to practice and learn the art of communication

Cases on Teaching English for Academic Purposes (EAP) During COVID-19: Insights From Around the World Kohnke, Lucas,2022-06-17 The COVID 19 outbreak has changed the educational landscape as higher education institutions around the world were forced to close their physical campuses to slow or contain the spread of the virus The rapid unexpected and forced transition to emergency remote teaching has been especially challenging for second and foreign language learners who rely on English for Academic Purposes EAP courses to help them transition from secondary school to higher education and succeed in their academic

studies To ensure these learners are receiving the best education possible additional study on the difficulties opportunities and strategies of teaching English for Academic Purposes courses is required Cases on Teaching English for Academic Purposes EAP During COVID 19 Insights From Around the World explores the effect of emergency remote teaching in offering quality EAP education to second and foreign language students and preparing them for their university studies in response to COVID 19 from a variety of contexts around the world This book also contributes to developing effective practices for supporting and sustaining EAP teaching in an English medium instruction environment during and after a pandemic Covering topics such as remote teaching writing instruction and breakout rooms this reference work is ideal for teachers administrators policymakers scholars practitioners academicians researchers instructors and students Business English University of Delhi, Written from an Indian perspective Business English prepares students for the emerging global business sector by making them aware of the need to adopt a sensitive approach towards business communication Its unique pedagogical features include illustrations practical guides boxes with easy references exhaustive examples that reflect the changing business world charts and diagrams as value addition to the text and exercises to help in improving linguistic skills

Mastering the Art of Business Communication Sumita Roy,2008 **Business English** Soumitra Kumar Choudhury,2011

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 **How to Speak Workplace English with Confidence: Mastering**

Communication Skills for Professional Success Ranjot Singh Chahal,2024-04-04 In today s globalized workforce effective communication skills in English are essential for professional success How to Speak Workplace English with Confidence Mastering Communication Skills for Professional Success is your comprehensive guide to navigating the intricacies of workplace communication with ease and assurance This book offers practical strategies and invaluable tips to help you build confidence and fluency in speaking English within the workplace environment From understanding common workplace vocabulary and phrases to navigating cultural differences and handling challenging situations each chapter is meticulously crafted to equip you with the tools you need to thrive in any professional setting Whether you re a non native

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English Language Teaching Materials Nigel Harwood,2010-03-22 This volume presents a union of theoretical and practical pedagogical perspectives on materials design and development

The Volunteering Journey to Project Leadership Mayte Mata Sivera,Yasmina Khelifi,2024-09-02 The project management profession has grown through the hard work of many volunteer groups and organizations The Volunteering Journey to Project Leadership explains how volunteering can help project management professionals grow their own capabilities and careers It explains how volunteering in project oriented organizations or any organization where projects are delivered can help project managers develop leadership skills build strong and diverse networks and gain experiences in new fields Any project manager or PMO can get advice and insights from this book which explains how to Identify volunteering goals that align with career goals Find the right organization that complements professional aspiration Choose activities for enhancing careers in project leadership Strategically select the right role to advance careers Based on the authors own volunteering and professional experiences as well as interviews and informal discussion with more than 100 volunteers this book is a hands on guide to personal and professional growth in the field of project management It is structured in three parts Part I describes four ways volunteering can develop project leadership abilities Part II focuses on leadership and adaptative skills networking and new skills gained by experimenting Part III consolidates the learning and explains how to apply it at work Each chapter ends with practical case studies detailed interviews key takeaways and questions to reflect on

Beginners' Spoken English and Grammar Sanjana Rai,2024-07-10 After the success of her first academic book *Beginners Study Book English Grammar* author Sanjana Rai

returns with her new book *Beginners Spoken English and Grammar Made Easy* Contains Parts of Speech and necessary topics of basic grammar Includes important tips for learning spoken English Has a lot of practice exercises and vocabulary Easiest possible manner to enjoy learning and foster English skills Designed for Beginners and those who want to enhance their knowledge regarding English grammar Enjoy learning made easy *ICED-QA 2019* Yulia Hendri Yeni, Handoko, Elizabeth Campbell-Dorning, 2021-04-02 The quality improvement of higher education is needed to guarantee the quality of the graduates for the future competitiveness Due to the local and global changes and the issue of Industrial Revolution 4.0 higher education needs to compliance the paradigm Labor requirement s competence requires curriculum reformation from input based education to outcome based education In learning the paradigm friction appears from instructional paradigm to learning paradigm To solve the related proportion LP3M Institute of Educational Development and Quality Assurance Universitas Andalas initiated the International Conference on Educational Development and Quality Assurance ICED QA 2 This conference was attended expert and researchers from different countries to discuss the issues about Educational Quality Development in Industrial Revolution 4.0 *General English & Spoken English* Salim Khan Anmol, 2025-03-18 General English SPOKEN English A Matchless Book For English Speaking ISBN 10 93 342 5008 9 ISBN 13 978 93 342 5008 4 Written by Salim Khan Anmol June 29 2025 Audiobook also available at low prices Do you understand English but struggle to speak it fluently Do you hesitate feel nervous or lack the confidence to express yourself clearly If so this book is for you General English Spoken English A Matchless Book for English Speaking by Salim Khan Anmol is a comprehensive guide designed to help learners master both written and spoken English with ease Whether you re a beginner an intermediate learner or even an advanced speaker this book provides you with proven techniques real world examples and step by step lessons to enhance your fluency pronunciation and overall communication skills Unlike traditional textbooks that focus only on grammar this book bridges the gap between knowing English and actually speaking it confidently It helps learners think in English develop natural fluency and communicate effectively in any situation be it in social settings workplaces interviews presentations or travel What Makes This Book Unique Practical Engaging Approach No boring theories This book focuses on real life English that people actually use in conversations Step by Step Learning From basic grammar to advanced fluency techniques every concept is explained clearly with examples and exercises Common Mistakes How to Fix Them Avoid the most common speaking errors and speak naturally like a native Connected Speech Intonation Learn how to speak smoothly without sounding robotic Self Learning Practice Exercises Includes interactive tasks that allow you to practice daily and track your progress What You ll Learn in This Book The Art of Thinking in English Develop the ability to think in English and respond naturally Essential Grammar for Speaking Learn the grammar rules that actually matter for spoken English Mastering Pronunciation Accent Improve clarity and sound more American or neutral when speaking Common Phrases Idioms Expressions Speak like a native with commonly used words and phrases Fluency Building Strategies Practical

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