

Business Grammar Builder

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Guide The Manufacturer and Builder *Paul Emmerson* *Paul Emmerson* *Paul Emmerson* *Paul Emmerson* *P. Emmerson* *Paul Emmerson* *Paul Emmerson* *Paul Emmerson* *Paul Emmerson* *Kurt Bangert* *Kurt Bangert* *Dianna Booher* *KONAR, NIRA* *Peter Henri Vander Weyde*

this is the second in a two level series of business vocabulary and practice books it is a self study classroom book cd pack the first half of the book is devoted to business vocabulary and practice the second half to skills work the audio cd features interviews with real business people and has accompanying exercises in the book the business vocabulary builders are intended as companions to the two business grammar builders by the same author publisher s description

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englisch ist aus der berufswelt nicht wegzudenken das kompakte buch hilft dabei sich optimal auf die herausforderungen des beruflichen alltags vorzubereiten es vermittelt pr gnant das notwendige sprachliche know how für den berufseinstieg mit beispieldialogen wortschatzlisten und Übungen konkret behandelt es u a das knüpfen von kontakten telefonate e mails bewerbungsschreiben das moderieren von meetings sowie das verhandeln und pr sentieren in englischer sprache interkulturelle tipps die die kommunikation im vereinigten königreich den usa und dem rest der welt auf englisch erleichtern runden das buch ab

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