



**NOW WITH VIDEO**

# Business Result

ELEMENTARY TO ADVANCED (A1–C1)

KATE BAADE, MICHAEL DUCKWORTH, DAVID GRANT, CHRISTOPHER HOLLOWAY, JANE HUDSON, JOHN HUGHES, JON NAUNTON, JIM SCRIVENER, AND REBECCA TURNER

- digital classroom ✓
- digital resources ✓
- digital assessment ✓
- digital self study ✓
- digital homework ✓

**Business English you can take to work today.**

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

- Communicative syllabus provides pick-up-and-use business skills.
- Real-world case studies offer authentic and engaging insights into companies' working practices.
- New video material on the Student's Book DVD-ROM brings the learning context alive, and is supported by interactive exercises.

■ The same new video material is also available on the Class DVD, which includes downloadable worksheets, and comes with every Teacher's Book.

■ **FORTHCOMING** Assign work and track students' progress, with all the *Business Result* Interactive Workbook content available online.

Communicative syllabus with pick-up-and-use business skills



Designed to give useful strategies so students can communicate more easily with customers and colleagues

Reduced sample pages from *Business Result* Pre-Intermediate Student's Book

# “Business Result speaks to students as professionals, not just as language learners.”

ANNA DALEY, FRANCE

## Video Material

*Business Result's* new video material is a fantastic teaching resource for your business English classroom. Video clips show students the language they need for a range of business interactions, and how to use it in context. Teachers can use the video in the classroom and students can view it at home on their computers.

Video content includes:

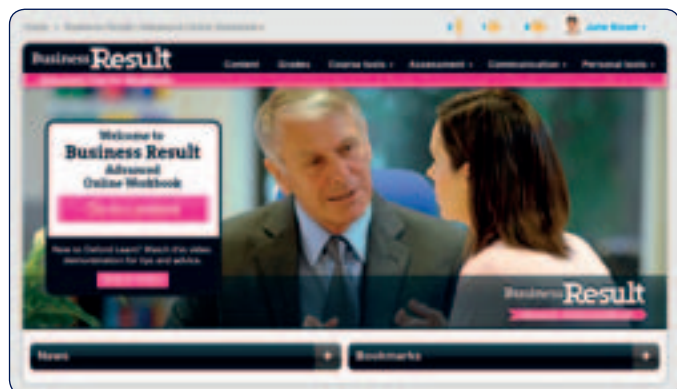
- Dramatized business scenarios including meetings, presentations, and social interactions.
- Documentaries that address key issues for companies and business people, such as how to stay competitive.
- Interviews with real working people, and with business experts from the Cranfield School of Management.

## Business Result Online

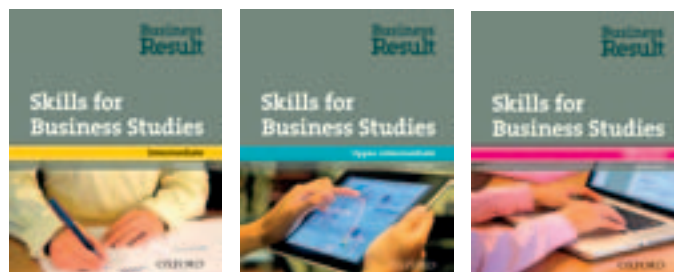
**FORTHCOMING**

The *Business Result* Interactive Workbook on DVD-ROM will also be available as an Online Workbook. This offers additional features including the ability to assign work and track students' progress.

- Video clips with subtitles and interactive comprehension exercises.
- Interactive language practice and tests.
- Interactive email models and writing exercises.
- All Student's Book audio and scripts.



Available via an access code in the Student's Book.



## Skills for Business Studies

INTERMEDIATE, UPPER-INTERMEDIATE, AND ADVANCED (B1–C2)  
 LOUIS ROGERS (INTERMEDIATE AND UPPER-INTERMEDIATE)  
 JON NAUNTON (ADVANCED)

An academic reading and writing skills course for business students.

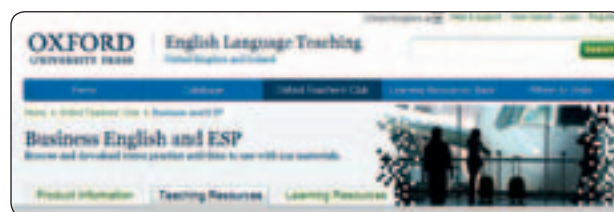
*Skills for Business Studies* is suitable for students of Business Studies and related subjects, who need academically-focused skills development to use alongside core material.

- Coverage of core subjects for business studies and related degree programmes.
- Development of reading skills using longer texts from authentic business sources.
- Focus on selected business vocabulary, by topic.
- Practice of essential writing skills appropriate for business learners.

Also available as part of a pack with the *Business Result Student's Books* at Intermediate, Upper-Intermediate, and Advanced levels.

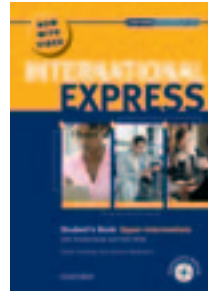
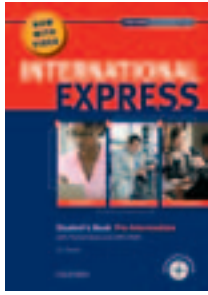
## Your Business English and ESP hub

Go to [www.oup.com/elt/businessenglish](http://www.oup.com/elt/businessenglish) for teacher support, interactive practice for students, author interviews, and industry-specific articles.



➤ See also English Result page 47  
 Exams Result page 74  
 Oxford EAP page 54

Business Result	Elementary	Pre-Intermediate	Intermediate	Upper-Intermediate	Advanced
Student's Book Pack with DVD-ROM and Online Practice	978 0 19 473937 5	978 0 19 473938 2	978 0 19 473939 9	978 0 19 473940 5	978 0 19 473941 2
Skills for Business Studies			978 0 19 473947 4	978 0 19 473948 1	978 0 19 473949 8
Student's Book with DVD-ROM and Skills for Business Studies Pack			978 0 19 473950 4	978 0 19 473951 1	978 0 19 473952 8
Teacher's Book Pack (Teacher's Book with DVD)	978 0 19 473942 9	978 0 19 473943 6	978 0 19 473944 3	978 0 19 473945 0	978 0 19 473946 7
Class Audio CD	978 0 19 474807 0	978 0 19 474816 2	978 0 19 476804 7	978 0 19 476813 9	978 0 19 476826 9



# International Express

## Interactive Edition

ELEMENTARY TO UPPER-INTERMEDIATE (A1–C1)

LIZ TAYLOR, ALASTAIR LANE, KEITH HARDING, AND ADRIAN WALLWORK

*International Express* is a course for adult professional learners who need English for both general and work contexts.

*“In my opinion it has an excellent balance between business terminology and skills, and elements of general English.”*

FIONA SIMPSON, ITALY

- Functional language ready for immediate use.
- Balance of general and business English that is more directly relevant to adult professionals.
- Video clips in every unit to improve students' listening and speaking skills.
- Student-centred approach, mature lifestyle topics, and authentic international contexts reflect the real needs and interests of working adults.
- Regular review units in the Student's Book and self-study options in the Workbook and handy Pocket Book.

### DVD for teachers

*International Express* DVDs include downloadable worksheets that offer:

- Lesson plans for every unit.
- Speaking activities.
- Video scripts.
- Answer keys.



### Video

*International Express* includes a video clip for every unit at every level. The same video footage appears on the Student's DVD-ROM, and the Teacher's DVD. Video brings the outside world into the classroom, and provides additional speaking and listening practice. Clips link directly to content in the Student's Book and include:

- Documentary-style reports with target language from the unit.
- Profiles of professionals, companies, products, and cities, as well as business, culture, and lifestyle reports.
- Mini-interviews that provide authentic language models.

### DVD-ROM for students

*International Express* DVD-ROMs are suitable for interactive practice, revision, and self-study. They include:

- Reading and dictation exercises.
- Wordbank with audio supports.
- Video comprehension exercises.

International Express, Interactive Edition	Elementary	Pre-Intermediate	Intermediate	Upper-Intermediate
Student's Pack (Student's Book, Pocket Book, DVD-ROM)	978 0 19 459736 4	978 0 19 459738 8	978 0 19 459737 1	978 0 19 459739 5
Workbook and Student's Audio CD	978 0 19 456813 5	978 0 19 457498 3	978 0 19 457497 6	978 0 19 457496 9
Teacher's Resource Book with DVD	978 0 19 459740 1	978 0 19 459741 8	978 0 19 459742 5	978 0 19 459743 2
Class Audio CD	978 0 19 456804 3	978 0 19 457481 5	978 0 19 457489 1	978 0 19 455506 7

➤ See also Express Series page 70



NEW



## Business Essentials

The key skills for English in the workplace

INTERMEDIATE (B1)

*Business Essentials* teaches core business communication skills in a clear, compact, and engaging format.

- Six modules, each covering one key area of business communication, give students the practical language they need for work situations.

- Grammar practice relevant to the six key areas.
- Covers the four skills of reading, writing, listening, and speaking within a business context.
- Audio and video provide useful models of the language being taught.
- A BEC practice test helps students become familiar with the format of the exam.

The six teaching modules are Telephone & email, Guests & visitors, Presenting, Tables & graphs, Business writing, and Job applications.



## Business one:one

PRE-INTERMEDIATE TO ADVANCED (MID A2–C1)

RACHEL APPLEBY, JOHN BRADLEY, BRIAN BRENNAN, JANE HUDSON, NINA LEEKE, AND JIM SCRIVENER

The first business course written specifically for one-to-one teaching.

- Learner-centred syllabus helps students and teachers work together to build a customized course.
  - Short lessons with communicative tasks mean students use new language immediately – ideal for business situations.
  - Flexible, non-linear structure gives students freedom within each lesson so they can choose what they want to learn.
  - ‘Lesson Record’ means students can record useful new language for their own reference.
- Fully-integrated MultiROM includes extra listening material, email practice, interactive grammar exercises, and language tests for additional study between classes.

- digital assessment ✓
- digital self study ✓
- digital homework ✓

## Business Basics

International Edition

ELEMENTARY (A2)

DAVID GRANT AND ROBERT MCLARTY

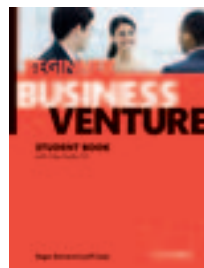
## Business Objectives

International Edition

LOWER-INTERMEDIATE (LOW TO MID B1)

VICKI HOLLETT

International editions of the best-selling *Business Basics* and *Business Objectives*. Ideal for learners who work in an international environment, or who need to use North American English.



## Business Venture

Third Edition

BEGINNER TO PRE-INTERMEDIATE (A1–A2)

ROGER BARNARD, JEFF CADY, ANGELA BUCKINGHAM, MICHAEL DUCKWORTH, AND GRANT TREW

This popular three-level American and international English course for in-work students has been updated and redesigned for its third edition. Levels 1 and 2 also include 20 pages of TOEIC® practice.

- Flexible modular structure.
  - Language that helps students communicate confidently at work.
- Student Book Audio CD with all the listenings, and a link to an online TOEIC® practice test at [www.oxfordenglishtesting.com](http://www.oxfordenglishtesting.com).

## Business Grammar & Practice

INTERMEDIATE TO UPPER-INTERMEDIATE

MICHAEL DUCKWORTH

## Essential Business Grammar & Practice

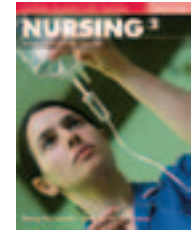
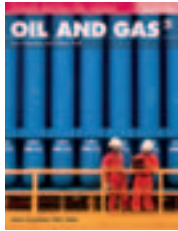
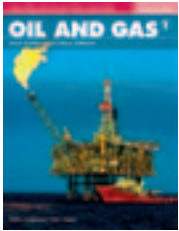
ELEMENTARY TO PRE-INTERMEDIATE

MICHAEL DUCKWORTH

Grammar reference books for professional adults, for self-study, or extra classroom practice.

<b>Business Essentials Student's Book &amp; DVD and Audio Pack</b> 978 0 19 473978 8			
Teacher's Guide B1 available online <a href="http://www.oup.com/elt/teacher/businessessentials">www.oup.com/elt/teacher/businessessentials</a>			
<b>Business one:one</b>	<b>Pre-Intermediate</b>	<b>Intermediate+</b>	<b>Advanced</b>
Student's Book and MultiROM Pack	978 0 19 457642 0	978 0 19 457637 6	978 0 19 457681 9
Teacher's Book	978 0 19 457643 7	978 0 19 457638 3	978 0 19 457684 0
Class Audio CDs	978 0 19 457645 1	978 0 19 457646 8	978 0 19 457685 7
<b>Business Venture, Third Edition</b>	<b>Beginner</b>	<b>Level 1</b>	<b>Level 2</b>
Student Book Pack (Student Book and MultiROM with audio)	978 0 19 457819 6	978 0 19 457817 2	978 0 19 457818 9
Workbook	978 0 19 457806 6	978 0 19 457802 8	978 0 19 457810 3
Teacher's Guide	978 0 19 457805 9	978 0 19 457801 1	978 0 19 457809 7
<b>Business Basics International Edition</b>			
Student Book Pack	978 0 19 457780 9		
Workbook	978 0 19 457777 9		
Teacher's Book	978 0 19 457776 2		
Audio CD	978 0 19 457779 3		
<b>Business Objectives International Edition</b>			
Student Book Pack	978 0 19 457830 1		
Workbook	978 0 19 457827 1		
Teacher's Book	978 0 19 457826 4		
Audio CD	978 0 19 457829 5		
<b>Business Grammar &amp; Practice</b>	978 0 19 457079 4		
<b>Essential Business Grammar &amp; Practice</b>	978 0 19 457625 3		

For more Business titles from Oxford please see the online catalogue [www.oup.com/elt](http://www.oup.com/elt)



# Oxford English for Careers

ELEMENTARY, PRE-INTERMEDIATE, INTERMEDIATE, UPPER-INTERMEDIATE, AND ADVANCED (A2–C1)

ERIC H GLENDINNING, JAMES GREENAN, TONY GRICE, KEITH HARDING, MARTYN HOBBS, ALISON POHL, JULIA STARR KEDDLE, ROBIN WALKER, LEWIS LANSFORD, D'ARCY VALLANCE, JON NAUNTON, RICHARD CLARK, DAVID BAKER, PETER ASTLEY, AND SAM MCCARTER

The *Oxford English for Careers* series is specifically designed for students on specialist vocational courses. The series offers highly practical skills and language, with immediate transfer value to the workplace.

*Your career starts here . . . with Oxford English for Careers*

- Authentic and up-to-date information, written and checked by industry insiders.
- English taught in context, so students practise the language and skills they need for the job in real work situations.
- Real-world profiles of professionals in the 'It's my job' feature for engaging insights into the industries.
- Additional activities and tests in the Teacher's Resource Book allow teachers to test grammar easily, and provide students with extra communication activities.
- Specialist background to the industries for every unit in the Teacher's Resource Book, as well as industry tips to support non-expert teachers.

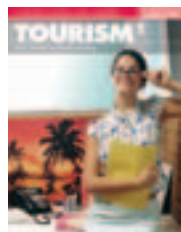
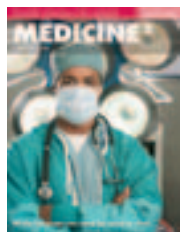
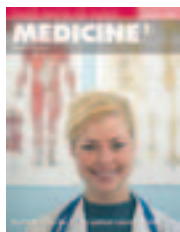
digital resources ✓  
digital self study ✓

English language and skills taught wholly in the context of the specialism, so students are ready for real work situations

The image shows two pages from the 'Oil and Gas' section of the Student's Book 1. The left page is titled 'Preventing and dealing with eco-hazards and incidents' and includes a 'Vocabulary' section with definitions and exercises. The right page is titled 'Preventing environmental damage' and features a 'Reading' section about Wytch Farm, which includes a diagram of the well and a 'Wytch Farm' text box. The pages are annotated with red lines and boxes highlighting specific content.

Reduced sample pages from *Oil and Gas Student's Book 1*

Authentic information checked by industry insiders



## Commerce 1, 2

PRE-INTERMEDIATE TO INTERMEDIATE (A2–B2)

*Commerce* develops the vocabulary, language, and skills that students need to communicate effectively in both formal and informal scenarios in the workplace. These include taking part in meetings, giving presentations, and socializing with colleagues.



**NEW**

## Engineering 1

PRE-INTERMEDIATE (B1)

*Engineering 1* is for students who will need English to communicate effectively in the Engineering industry. It covers a range of different types of engineering, including Mechanical, Electronic, Electrical, Design, Civil & Structural, Aerospace, Chemical, and Materials, with a special focus on number work throughout.

## Finance 1

INTERMEDIATE (B1–B2)

*Finance 1* is a course for students who will need English to communicate effectively in the financial workplace. It teaches language and skills for use in a range of financial careers, and includes practice exercises to help students work towards the ICFE exam.

## Medicine 1, 2

INTERMEDIATE TO ADVANCED (B2–C1)

*Medicine* develops the vocabulary, language, and skills that students need to read and understand medical texts, to be successful in medical exams, and to communicate effectively and accurately with patients and colleagues.

## Nursing 1, 2

PRE-INTERMEDIATE TO INTERMEDIATE (A2–B2)

*Nursing* develops the vocabulary, language, and skills that students will need when working in a medical environment. These include talking about the body, describing signs of illness, and conveying instructions to patients and colleagues.

## Oil and Gas 1, 2

ELEMENTARY TO PRE-INTERMEDIATE (A2–B1)

*Oil and Gas 1* and *2* are suitable for students who are studying for a career in the oil and gas industries, and will need to communicate in English at work.

## Technology 1, 2

PRE-INTERMEDIATE TO INTERMEDIATE (A2–B2)

*Technology* develops the vocabulary, language, and skills that students will need to communicate effectively when presenting an idea to non-specialists, problem-solving, and discussing the latest technological innovations.

## Tourism 1, 2, 3

PRE-INTERMEDIATE TO UPPER-INTERMEDIATE (A2–C1)

*Tourism* is divided into three levels: Provision, Encounters, and Management. Each of these levels develops the vocabulary, language, and skills that students will need to communicate effectively with customers and colleagues, whether working in an administrative or managerial role.

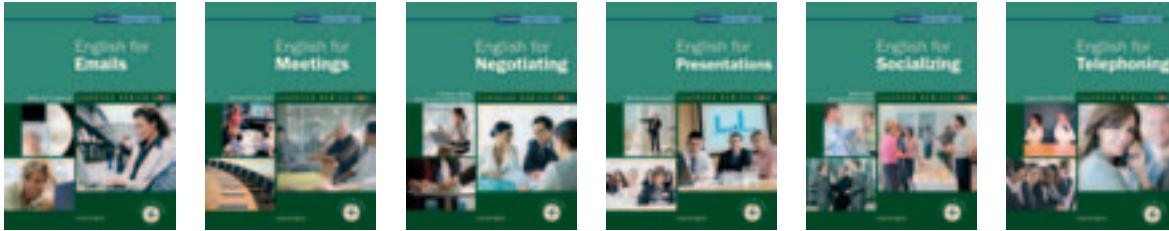
***“Students make quick progress and enjoy the learning process.”***

ANNEKE PIETERS

HOWEST, UNIVERSITY COLLEGE, WEST FLANDERS

Oxford English for Careers	Level 1	Level 2	Level 3
<b>Commerce</b>			
Student's Book	978 0 19 456975 0	978 0 19 456983 5	
Teacher's Resource Book	978 0 19 456976 7	978 0 19 456985 9	
Class Audio CD	978 0 19 456982 8	978 0 19 456986 6	
<b>Engineering</b>			
Student's Book	978 0 19 457949 0		
Teacher's Resource Book	978 0 19 457948 3		
Class Audio CD	978 0 19 457956 8		
<b>Finance</b>			
Student's Book	978 0 19 456993 4		
Teacher's Resource Book	978 0 19 456994 1		
Class Audio CD	978 0 19 456995 8		
<b>Medicine</b>			
Student's Book	978 0 19 402300 9	978 0 19 456956 9	
Teacher's Resource Book	978 0 19 402301 6	978 0 19 456957 6	
Class Audio CD	978 0 19 402303 0	978 0 19 456958 3	
<b>Nursing</b>			
Student's Book	978 0 19 456977 4	978 0 19 456988 0	
Teacher's Resource Book	978 0 19 456978 1	978 0 19 456990 3	
Class Audio CD	978 0 19 456981 1	978 0 19 456991 0	
<b>Oil and Gas</b>			
Student's Book	978 0 19 456965 1	978 0 19 456968 2	
Teacher's Resource Book	978 0 19 456966 8	978 0 19 456969 9	
Class Audio CD	978 0 19 456967 5	978 0 19 456970 5	
<b>Technology</b>			
Student's Book	978 0 19 456950 7	978 0 19 456953 8	
Teacher's Resource Book	978 0 19 456951 4	978 0 19 456954 5	
Class Audio CD	978 0 19 456952 1	978 0 19 456955 2	
<b>Tourism</b>			
Student's Book	978 0 19 455100 7	978 0 19 455103 8	978 0 19 455106 9
Teacher's Resource Book	978 0 19 455101 4	978 0 19 455104 5	978 0 19 455107 6
Class Audio CD	978 0 19 455102 1	978 0 19 455105 2	978 0 19 455108 3





# Express Series

ELEMENTARY TO UPPER-INTERMEDIATE (A1–C1)

The *Express Series* is a range of short, specialist English courses for different work skills, industries, and professions.

## *The fast route to English for work*

The *Express Series* is ideal for students in employment, who want to communicate better in English. These short, intensive courses can be completed in 25–30 hours, so students make progress quickly.

Titles in the *Express Series* can be used in a variety of ways: as stand-alone courses, for self-study using the interactive MultiROM, or alongside a coursebook such as *International Express*.

- Engaging topics, motivating role-plays, and a variety of exercises provide a framework for each specialist subject.
- Tip boxes in each unit include key language points, useful phrases, and strategies.
- STARTER section at the beginning of each unit has warm-up and awareness-raising activities.
- OUTPUT texts at the end of each unit encourage discussion and reflection.
- Answers, transcripts, and a glossary of useful phrases at the back of each book.

## MultiROM

The interactive exercises provide useful phrases, vocabulary, and communication practice, and are particularly valuable for independent study. These can be played through the audio player on the computer, or through a conventional CD player.

### Express Work Skills

English for Emails Student's Book and MultiROM	978 0 19 457912 4
English for Meetings Student's Book and MultiROM	978 0 19 457933 9
English for Negotiating Student's Book and MultiROM	978 0 19 457950 6
English for Presentations Student's Book and MultiROM	978 0 19 457936 0
English for Socializing Student's Book and MultiROM	978 0 19 457939 1
English for Telephoning Student's Book and MultiROM	978 0 19 457927 8

### Express Industries

English for the Automobile Industry Student's Book and MultiROM	978 0 19 457900 1
English for Aviation Student's Book and CD-ROM and Audio CD	978 0 19 457942 1
English for Cabin Crew Student's Book and MultiROM	978 0 19 457957 5
English for the Energy Industry Student's Book and MultiROM	978 0 19 457921 6
English for the Fashion Industry Student's Book and MultiROM	978 0 19 457960 5
English for Logistics Student's Book and MultiROM	978 0 19 457945 2
English for the Pharmaceutical Industry Student's Book and MultiROM	978 0 19 457924 7
English for Telecoms & IT Student's Book and MultiROM	978 0 19 456960 6

### Express Professions

English for Accounting Student's Book and MultiROM	978 0 19 457909 4
English for Customer Care Student's Book and MultiROM	978 0 19 457906 3
English for Human Resources Student's Book and MultiROM	978 0 19 457903 2
English for Legal Professionals Student's Book and MultiROM	978 0 19 457915 5
English for Marketing & Advertising Student's Book and MultiROM	978 0 19 457918 6
English for Sales and Purchasing Student's Book and MultiROM	978 0 19 457930 8

The *Express Series* is not available in Austria, the Czech Republic, Germany, and Slovakia.

## Work Skills

### English for Emails

*English for Emails* teaches students how to communicate appropriately and effectively by email. The course gives students techniques and strategies to help them write and reply to emails quickly and efficiently in the workplace.

### English for Meetings

*English for Meetings* teaches students to participate in meetings with confidence. The course gives students techniques and strategies to help them communicate in business meetings, using appropriate vocabulary, key expressions, and useful phrases.

### English for Negotiating

*English for Negotiating* provides students with the appropriate language, specific intercultural skills, and effective techniques necessary to be a successful negotiator.

### English for Presentations

*English for Presentations* provides learners with the language and techniques to help them present effectively in English. The course has six units which cover the language and skills involved at each stage of a presentation, including talking about visuals, summarizing, and dealing with questions.

### English for Socializing

*English for Socializing* teaches students how to build good relationships with international clients and colleagues. The course includes essential expressions and conversation techniques that will enable students to socialize and make business contacts in English.

### English for Telephoning

*English for Telephoning* teaches students strategies for communicating by telephone, and trains them to sequence a conversation logically. The course builds up students' confidence allowing them to communicate effectively during a telephone call.



**NEW**

## English for Football

*English for Football* is for anyone who plays football, coaches players, or manages a team. It focuses on vocabulary and expressions used in this global sport. Training, tactics, and skills are covered along with topics such as nutrition, fitness, and treatment.

Includes a foreword by Sir Alex Ferguson, the Manchester United Manager.

**English for Football**  
Student's Book and MultiROM

978 0 19 457974 2



## Industries

### English for the Automobile Industry

*English for the Automobile Industry* provides students with the language and skills that are essential to communication in the industry. The course is suitable for those who work for a car manufacturer, a supplier, a car dealership, or for a marketing agency.

### English for Aviation

*English for Aviation* takes students from pre-flight checks, through the flight path, to switching off the engines, with all content aligned to ICAO 'Operational Level 4' guidelines. Extra practice, teaching notes, and an audio script are available on the Student's Website.

### English for Cabin Crew

*English for Cabin Crew* teaches students how to communicate clearly, assertively, and politely in a range of different on-board situations. The course has eight units, organized around the sequence of a flight: from introductory and pre-flight information, through to descent, landing, and layover. Extra practice and teaching notes are available on the Student's Website.

### English for the Energy Industry

*English for the Energy Industry* gives students the necessary linguistic skills to understand daily situations in the work environment, and complex developments within the global energy sector.

### English for the Fashion Industry **NEW**

*English for the Fashion Industry* gives students the communication skills they need for a career in fashion. The syllabus introduces each element of the industry, from garment design and construction, through to the production and promotion of collections. Students learn how to describe looks and trends, talk about processes, and make plans and predictions for brand development.

### English for Logistics

*English for Logistics* teaches students the target vocabulary and commonly used expressions that are essential for communication in a variety of logistics roles, including carriers, suppliers, hauliers, and couriers.

### English for the Pharmaceutical Industry

*English for the Pharmaceutical Industry* teaches students how to communicate effectively in different areas of pharmaceuticals. The course is suitable for a range of pharmaceutical professionals, such as chemists, formulation scientists, lab technicians, medical writers, and clinical researchers.

### English for Telecoms & IT

*English for Telecoms & IT* teaches students how to communicate effectively in these converging sectors. Subjects include mobility, software, services, and media.

## Professions



### English for Accounting

*English for Accounting* is suitable for people working in accounting and finance who need English to communicate in a variety of situations with colleagues and business partners.

### English for Customer Care

*English for Customer Care* is suitable for people who have direct contact with customers in a variety of contexts, including hotels, banks, helpdesks, and call centres.

### English for Human Resources

*English for Human Resources* is suitable for HR managers, their staff, and also those employed in personnel agencies. The course teaches students the relevant expressions and vocabulary they need to communicate effectively in their field.

### English for Legal Professionals

*English for Legal Professionals* is suitable for corporate legal consultants, paralegals, legal assistants, and notaries. The course provides students with the language they need to be able to communicate with confidence.

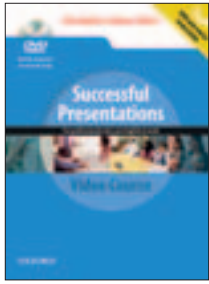
### English for Marketing & Advertising

*English for Marketing & Advertising* is suitable for anyone who works in marketing and advertising. The course covers a range of skills and topics such as talking to clients, discussing advertising campaigns, establishing a marketing plan, and writing a press release.

### English for Sales and Purchasing

*English for Sales and Purchasing* is suitable for both buyers and sales people who require fluent business English to manage international clients, deal with foreign suppliers, attend international exhibitions, and deal with complaints and enquiries.





digital resources ✓

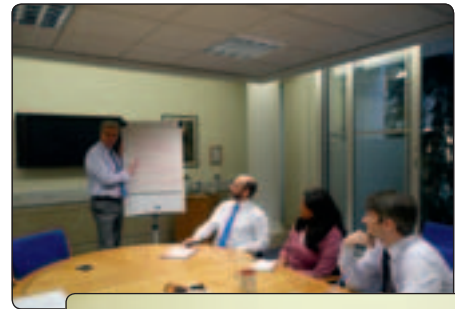
# Successful Presentations Successful Meetings **NEW**

INTERMEDIATE AND ABOVE (B1–C2)  
JOHN HUGHES AND ANDREW MALLETT

**Successful Presentations and Successful Meetings are video-led courses with accompanying coursebooks. They can be used in class, and Successful Presentations can also be used for self-study.**

Both courses teach students the skills they need for effective and confident communication in meetings and presentations in English. Specialist coach Andrew Mallett lends his expertise in presenting and business communication to the series, as well as techniques for practice in the different skills areas.

- Teaches both business and language skills.
- Every unit includes a section on the business skill, a section on language work, and a productive task.
- Video clips show presentations and meetings in action, providing model language, and examples of skills in practice.
- Commentary from Andrew Mallett for each of the video clips, as well as useful strategies and suggestions for the skills covered.



Successful Presentations Student's Book and DVD Pack 978 0 19 476835 1  
Successful Meetings Student's Book and DVD Pack 978 0 19 476839 9



digital resources ✓  
digital self study ✓

## Tech Talk

**Practical communication for the international workplace**

ELEMENTARY, PRE-INTERMEDIATE, AND INTERMEDIATE  
VICKI HOLLETT AND JOHN SYDES

**A course for learners in the technical, industrial, and scientific sectors, who need English for everyday workplace communication.**

- Short, interactive speaking tasks enable learners to use new language in hands-on contexts, such as explaining purpose and giving instructions.
- Vocabulary relevant to practical work situations.
- Simple, needs-related grammar, presented on a need-to-know basis, to help learners start communicating immediately.
- Help with telephoning, socializing, and reading technical information.
- Survival skills such as getting directions, changing money, and ordering food, plus games and other fun activities.
- The Student's Website offers interactive exercises for vocabulary, grammar, and expressions.
- Syllabus pages, author article, wordlists (French, Spanish, German, Italian), listening scripts, downloadable tests, weblinks, and a feedback questionnaire on the Teacher's Website.

Tech Talk	Elementary	Pre-Intermediate	Intermediate
Student's Book	978 0 19 457453 2	978 0 19 457458 7	978 0 19 457541 6
Teacher's Book	978 0 19 457454 9	978 0 19 457459 4	978 0 19 457543 0
Workbook	978 0 19 457455 6	978 0 19 457460 0	978 0 19 457542 3
Class Audio CD	978 0 19 457456 3	978 0 19 457461 7	978 0 19 457545 4

➤ See also BEC Vantage Masterclass page 77



digital resources ✓

## Highly Recommended English for the Hotel and Catering Industry

PRE-INTERMEDIATE TO INTERMEDIATE  
TRISH STOTT, ROD REVELL, AND ALISON POHL

**This popular course offers a straightforward, practical approach to developing speaking and listening skills for the international hotel and catering industry.**

*Highly Recommended* provides students with simple, functional language for dealing with customers and colleagues in a variety of situations, from taking reservations to dealing with complaints.

- Topics reflect the real contexts trainees will encounter in their working lives.
- Clear focus on key functional expressions and topic-related vocabulary.
- Two listening sections with accompanying tasks in every unit.
- Activity section in each unit involving real-world communicative tasks and functional English.
- Language review sections to check students' development and progress.

Highly Recommended	Level 1	Level 2
Student's Book	978 0 19 457463 1	978 0 19 457750 2
Teacher's Book	978 0 19 457464 8	978 0 19 457752 6
Workbook	978 0 19 457465 5	978 0 19 457751 9
Class Audio CDs	978 0 19 457466 2	978 0 19 457753 3

➤ See also Oxford Business English Dictionary page 86