

English for Business Communication

*Second
Edition*

A modular short course on
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telephoning
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Student's Book

Simon Sweeney

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English for Business Communication Teacher's Book Simon Sweeney, 2003-04-24 English for Business Communications is a short course for learners who need to improve their communicative ability *English for business communication : a short course consisting of five modules: cultural diversity and socialising, telephoning, presentations, meetings and negotiations. Student's book* Simon Sweeney, 2003 English for Business Studies Teacher's Book Ian Mackenzie, 2002-05-30 English for Business Studies is a course for upper intermediate and advanced level students who need to understand and discuss business and economic concepts *COMMUNICATION SKILLS FOR PROFESSIONALS, Second Edition* KONAR, NIRA, 2021-11-08 Communication Skills for Professionals is a time tested book which aims to equip students academicians and professionals with all the necessary skills to communicate effectively so that they can thrive in this competitive world **WHAT DOES THE BOOK CONTAIN** This compact and student friendly text is divided in several sections and covers several topics like Detailed section on Vocabulary Items of grammar verbs phrasal verbs voices tenses transformation and synthesis of sentences Rectification of Grammatical Errors in order to identify and correct errors Analysis of the 4 skills of Listening Speaking Reading and Writing Skills of Technical Writing and Public Speaking Body Language and Group Discussion All these and more aims to make the learner a winner not only in his personal life but also in his Professional life The book is easy to read and understand Each point is illustrated with examples from practical life Even the grammar exercises and all other activity based questions have been skillfully designed and worked out in Classrooms **WHAT IS NEW TO THIS EDITION** In the modern business world where speed and ease of communication is very important E mails have become widely prevalent An E mail can even make or break a career Detailed discussions have been shared in this Edition on how to write the perfect E mail A completely new chapter has been added on social media tools like LinkedIn Facebook and Twitter Job seekers would learn how to upload their portfolios and highlight their skills and achievements and connect with prospective employers and collaborators **Book Reviews** I have been a regular user of the book by Prof Nira Konar and found it a very reliable resource The chapters on Group Discussion and Body Language are particularly helpful Besides the chapter on Communication Theory has been relevantly and effectively explained keeping in mind the needs of the students Overall the book is very accessible by all levels of students It is a part of recommended reading for my students Nandini Mukherjee Course Coordinator Department of Communicative English St Xavier s College Kolkata An extremely concise lucidly written and reader friendly book that serves as a handy reference manual for all in service English language teachers of degree engineering colleges The B Tech Communicative English syllabus has been closely followed with detailed sections on grammar writing and comprehension The chapters on vocabulary take an insightful look at etymology word origins synonymy and antonymy Detailed word lists and practice exercises make the section extremely helpful for practicing teachers The sections on grammar are fairly detailed offering a thorough analysis of Verbs Tenses Voice Narration

Transformation of Sentences and Error Correction There are plenty of practice exercises for the teacher to choose from Reading skills are well discussed and technical writing is given all the importance and predominance it usually occupies in any course on technical communication The section on report writing is extremely useful as a guide for teachers for teaching students the formatting and writing essentials in documenting reports There is a section on professional speaking too which enriches the content of the book On the whole the book is of continuing usefulness and relevance in any technical English course and will be used by teachers and students alike for many years to come Dr Indrajit Bose Assistant Professor of English GNIT Kolkata Dr Konar s book acts as a comprehensive guide to the students of professional technical as well as basic courses to hone their language skills The language of the book is persuasive fluid and student friendly which makes it useful even to the first generation learners of English The scope of this book extends from word building to report writing and covers almost all the thrust areas of language training in a nutshell Hence it deserves a shelf space in the library of any institution Ayushman Banerjee Assistant Professor in English Haldia Government College Kolkata This is one of the best books on Communication available in the market Dr Nira Konar is a brand by herself whenever English Language Teaching ELT comes into discussion This compact edition discusses in detail the various aspects of language ranging from Vocabulary Grammar Syntax to effective communication in business The book gives a clear reading of LSRW skills such as writing reading listening and public speaking It further confers different means of effective communication situational dialogues body language and group discussions The book follows the present MAKAUT curriculum of English for B Tech 1st year 2nd Semester HM HU 201 HM HU 291 thoroughly It not only gives an overview of the Theory syllabus but also provides details of Language Laboratory activities as well Communication Skills for Professionals enables the readers to express themselves clearly and communicate effectively at the workplace This book not only deals with the rudiments of communication but also gives insights into the body language and provides important tips on how to be successful at interviews and group discussions Primarily intended for students of engineering and technology the book will also be useful for Management students and the students of all disciplines who want to acquire the skill in corporate communication and excel in their respective professional areas Sohini Datta Assistant Professor Department of Management IEM Sector V Salt Lake Kolkata Easy and in depth writing on the subject is the aim of this book The author has put in here the fruits of teaching the students from the wide ranging and first hand knowledge of business speaking and writing and listening in a friendly way It is enriched with extensive references On every page of the book the students will see how a simpler style of English is balanced with their need Dalia Sen Assistant Professor Bengal Institute of Technology Under Techno India Group Kolkata **English for Office & Business** Dr. Sayit Abdul Karim, S.Pd., M.Pd., Annisa Nur Istiqomah, Jobs in general are the primary activity carried out by humans In a restricted meaning work refers to human labor performed ethically and properly for a certain goal The interaction that exists between an organization and its workers or employees is known as workplace relations

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Simon Sweeney, 2003-04-24. This short course is for learners who need to improve their ability to communicate when socialising, telephoning, presenting, taking part in meetings, and negotiating. The course aims to build confidence and fluency by encouraging students to analyse tasks and take part in practice activities. This second edition has been redesigned and now includes a page of self-study tasks for each of the 15 units. *Australian Language & Literacy Matters*, 2004

Cumulative Book Index, 1998. A world list of books in the English language. *American Book Publishing Record*, 2002. *The Routledge Handbook of Intercultural Mediation* Dominic Busch, 2022-11-15. Offering unique coverage of an emerging interdisciplinary area, this comprehensive handbook examines the theoretical underpinnings and emergent conceptions of intercultural mediation in related fields of study. Authored by global experts in fields from intercultural communication and conflict resolution to translation studies, literature, political science, and foreign language teaching, chapters trace the history, development, and present state of approaches to intercultural mediation. The sections in this volume show how the concept of intercultural mediation has been constructed among different fields and shaped by its specific applications in an open cycle of influence. The book parses different philosophical conceptions as well as pragmatic approaches, providing ample grounding in the key perspectives on this growing field of discourse. *The Routledge Handbook of Intercultural Mediation* is a valuable reference for graduate and postgraduate students studying mediation, conflict resolution, intercultural communication, translation, and psychology, as well as for practitioners and researchers in those fields and beyond. *Books Out Loud*, 2007. **RELC Journal**, 1998. Books In Print 2004-2005 Ed Bowker, Staff, Staff Bowker, Ed, 2004. **Whitaker's Books in Print**, 1998. *Resources in Education*, 1992. **The College Blue Book** Macmillan Publishing, 2004-11. Indexes the degrees offered by thousands of colleges in the U.S. and Canada in two lists: one alphabetically by state or province and one by subject area. **The British National Bibliography** Arthur James Wells, 2009.

Reviewing **English For Business Communication Second Edition Sweeney**: Unlocking the Spellbinding Force of Linguistics

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