

English for Telephoning

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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.

Key Features of the Book

- A wide range of stimulating exercises and hands-on tasks
- Tip boxes addressing key language points, useful phrases, and strategies
- Motivating role-plays for pairwork speaking tasks
- STARTER section at the beginning of each unit with warm-up and awareness-raising activities
- OUTPUT section at the end of each unit with activities to encourage discussion and reflection
- Appendix with answer key, transcript, and a comprehensive list of telephoning phrases

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- Realistic listening extracts
- Interactive exercises to practise useful phrases, vocabulary, and communication
- A–Z word list and other helpful reference documents

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