Brand new editions, now with CD-ROM!

See page 55
English360 is a web-based service that offers Business English and ESP teachers innovative tools for creating and delivering classroom, online or blended learning courses. As an open platform, English360 gives teachers an easy way to teach with newer web approaches such as social software, tagging, and user-generated content, resulting in dynamic, flexible, and highly personalised courses.

English360 allows teachers and schools to:

**Provide online learning**
- Set up a complete online language learning platform for clients, accessed from the school’s website or the English360 website, and carrying the school’s logo
- Establish a branded web presence for each course with networking, forums and e-learning

**Create personalised lessons and courses**
- Create, find and share personalised lessons and courses to print for class or assign online
- Assemble customised lessons and courses by integrating authentic materials and published content from the English360 community and from Cambridge ELT

**Manage performance**
- Manage schedules, deliver feedback and record and report attendance quickly and easily with convenient calendar tools
- Focus Business English training on students’ real-world communication needs with advanced performance support tools

For more information, please visit www.english360.com or speak to your local Cambridge University Press representative
English for the Financial Sector

Ian MacKenzie

INTERMEDIATE TO UPPER INTERMEDIATE

✓ Pre- and in-service training
✓ 45+ hours’ teaching time

Perfect for learners preparing for a career in finance, as well as professionals looking to improve their financial English, this course presents key financial concepts and gives students the language they need to understand them.

- Provides practice and motivation through realistic contexts, including news articles and interviews with finance professionals
- Develops speaking proficiency through industry-typical situations

Covering a wide range of topics – including Accounting, Retail Banking and Mergers and Acquisitions – the course helps learners develop professional communication skills such as negotiating and presenting as well as giving practice of writing emails, letters and reports.

This course includes: Student’s Book, Teacher’s Book, Audio CD

For complete ISBN listings, see pages 97–104.

Professional English in Use Finance

Ian MacKenzie

INTERMEDIATE TO ADVANCED

✓ Pre- and in-service training

Ideal for self-study, classroom use and one-to-one lessons, this book offers specialist vocabulary reference and practice over 50 units, covering a range of financial topics such as Accounting, Corporate Finance and International Trade.

Each two-page unit gives clear explanations of new language on the left-hand page and practice exercises on the right.

- Covers key ICFE vocabulary and topics – ideal for Cambridge ICFE exam preparation
- ‘Over to you’ activities help learners to apply new vocabulary to their own situations

A language reference provides extra support, with sections on idioms, numbers and differences between British and American English.

For complete ISBN listings, see pages 97–104.

About the Cambridge ICFE exam

The International Certificate in Financial English is a language qualification for students of finance and accounting and practising accountants and finance professionals.

Set at levels B2/C1 of the CEF, it assesses candidates’ ability to operate in English in an international finance environment and is the ideal qualification for anyone thinking of, or already pursuing a career in accountancy or finance.

For more information visit www.financialenglish.org

www.financialenglish.org
Introduction to International Legal English and International Legal English make teaching legal English easy. Written alongside multinational legal organisation TransLegal®, you can be sure that these courses provide the specialist skills that your students need. Both courses are suitable for classroom use or self-study.

- Expert author team includes lawyers from the US, Britain and Canada
- Real legal materials, including case studies and legal texts supplied by TransLegal®, provide authentic and motivating contexts
- Background information in the Teacher’s Book makes teaching easy for non-specialists

**About TransLegal®**

Founded in Stockholm, Sweden in 1989 by American and British lawyers, TransLegal® has grown to become the leader in Legal English products and services. TransLegal’s in-house staff of lawyer-linguists is the largest in the world, providing a wide range of products and services to the international legal community, including Legal English testing, online Legal English courses and resources, live seminars and training, translation of legal documents, and the publication of Legal English materials.

**Professional English in Use Law**

Gillian D. Brown and Sally Rice

**UPPER-INTERMEDIATE TO ADVANCED**

Ideal for self-study, classroom use and one-to-one lessons, this book offers specialist vocabulary reference and practice over 45 units, covering a range of topics including Liability and Contract Law.

- Covers key ILEC vocabulary and topics – ideal for Cambridge ILEC exam preparation
- ‘Over to you’ activities help learners to apply new vocabulary to their own situations

Left-hand pages explain new vocabulary and right-hand pages provide activities to develop learners’ understanding of new language.

For complete ISBN listings, see pages 97–104.

**About the Cambridge ILEC exam**

The International Legal English Certificate is a language qualification for law students and practising lawyers who are seeking employment in an international legal setting.

Set at CEF levels B2 to C1, the exam is recognised by leading associations of lawyers and has been developed in cooperation with TransLegal®, Europe’s leading firm of lawyer-linguists.
Good Practice
Communication Skills in English for the Medical Practitioner
Marie McCullagh and Ros Wright
UPPER INTERMEDIATE TO ADVANCED
• Pre- and in-service training
• 60+ hours’ teaching time
• Includes American English footnotes

This award-winning course is suitable for classroom use or self-study, and prepares doctors to communicate with patients in English. Alongside functional language and medical terminology, students learn the interpersonal skills they need to make consultations more effective.

With tips on non-verbal signals and the impact they have on communication, the book also shows learners how to manage their voice to build rapport and empathise with a wide range of patients, from children to the elderly.

• Prepares students for tasks such as taking a history and describing treatment options
• Develops learners’ cultural awareness, helping to maintain mutual respect with patients

The Good Practice DVD offers visual training on non-verbal elements of communication, such as body language. Worksheets to accompany the DVD are available online, as well as wordlists, extra vocabulary practice and downloadable reading activities.

This course includes: Student’s Book, Teacher’s Book, Audio CDs, DVD.

For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/goodpractice

English in Medicine
Third edition
Eric Glendinning and Beverly Holmström
INTERMEDIATE

Designed to develop the communication skills of both medical students and professionals, this course requires no specialist knowledge on the part of the teacher. Each unit focuses on one area of doctor-patient communication, such as making a diagnosis.

This course includes: Book, Audio CD.

For complete ISBN listings, see pages 97–104.

Professional English in Use Medicine
Eric Glendinning and Ron Howard
INTERMEDIATE TO UPPER INTERMEDIATE

Ideal for self-study, classroom use and one-to-one lessons, this book offers specialist vocabulary reference and practice for medical students and practising professionals.

• Includes up-to-date language informed by the Institute for Applied Language Studies medical corpus.

Covering a range of medical topics, including Symptoms, Investigations and Treatment, it also features ‘Over to you’ sections that allow learners to apply new vocabulary to their own situations.

This course includes: Student’s Book with Audio CDs.

For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/inuse

Cambridge English for Nursing
Virginia Allum and Patricia McGarr
Series Editor: Jeremy Day

NOW TWO LEVELS!
PRE-INTERMEDIATE TO INTERMEDIATE
INTERMEDIATE TO UPPER INTERMEDIATE
• Pre- and in-service training
• 2 levels
• 40–60 hours’ teaching time

Written by an experienced nurse and an ESP practitioner, these short courses develop specialist language knowledge and communication skills, enabling healthcare professionals to interact effectively with both patients and colleagues.

Suitable for classroom use or self-study, the books prepare learners for nursing practice through the use of realistic patient scenarios, practical nursing tasks and authentic medical texts. With an emphasis on speaking and listening, standalone units cover issues such as dealing with relatives and carers, patient admission and post-operation assessment.

• Advances in medical technology are tracked in an online section, designed to keep learners up to date
• FREE extra activities are available online

Students will love the online reference that they can consult at any time, including a glossary of medical terms, common acronyms and abbreviations. Teachers require no specialist knowledge: comprehensive teacher’s notes are available FREE online to download as well as additional activities and sample medical charts and forms.

This course includes: Student’s Book with Audio CDs.

For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/englishfornursing
Cambridge English for Engineering
Mark Ibbotson
Series Editor: Jeremy Day
INTERMEDIATE TO
UPPER INTERMEDIATE
✓ Pre- and in-service training
✓ 40-60 hours’ teaching time
Written by a qualified engineer with extensive ESP teaching experience, this short course develops the specialist language and communication skills that engineers need to communicate confidently at work.
Suitable for classroom use or self-study, the ten units cover topics common to all kinds of engineering, such as engineering design and procedures and precautions.
Authentic activities – from describing technical problems and suggesting solutions to working with drawings – let learners practise the specialist language in realistic contexts.
• Focuses on both technical and semi-technical vocabulary
• Online case studies give extra problem-solving practice
Teachers require no specialist knowledge: comprehensive teacher’s notes are available FREE online to download.
This course includes: Student’s Book with Audio CDs.
For complete ISBN listings, see pages 97–104.

Professional English in Use Engineering
Mark Ibbotson
INTERMEDIATE TO
UPPER INTERMEDIATE
Ideal for self-study, classroom use and one-to-one lessons, this book offers 45 units of specialist vocabulary reference and practice for engineers.
• Real companies and credible scenarios give realistic practice.
• Written by a qualified engineer and reviewed by a practising engineer.
Covering a range of fields, including civil, mechanical and electrical engineering, it also features ‘Over to you’ sections that allow learners to apply new vocabulary to their own situations.
For complete ISBN listings, see pages 97–104.

Infotech
Fourth edition
Santiago Remacha Esteras
INTERMEDIATE
✓ Pre- and in-service training
✓ Up to 60 hours’ teaching time
Fully updated to include the latest developments in Information Communications Technology (ICT), this trusted course contains 30 topic-based units covering everything from computer essentials through to programming, web design, job-hunting and future technologies.
A focus on terminology is combined with vocabulary and grammar practice to give students the language they need when describing features and functions, discussing technical specifications or chatting online.
• Includes a glossary of computer terms, as well as help with acronyms and abbreviations
• Interactive online workbook and internet research tasks practise new language
Technical reading texts and realistic listening material feature the latest advances such as Windows Vista and Blu-ray, complete with clear explanations and technical advice to help non-specialist teachers to teach the course with confidence.
This course includes: Student’s Book, Teacher’s Book, Audio CD.
For complete ISBN listings, see pages 97–104.

The Internet and the Language Classroom
Second edition
A practical guide for teachers
Gavin Dudeney
For complete ISBN listings, see pages 97–104.
Cambridge English for the Media
Nick Ceramella and Elizabeth Lee
Series Editor: Jeremy Day
INTERMEDIATE TO UPPER INTERMEDIATE
✓ Pre- and in-service training
✓ 40–60 hours’ teaching time
Suitable for classroom use or self-study, this short course helps learners develop the specialist language and communication skills needed for a career in the media, including marketing, journalism, television and radio.
• FREE online teacher’s notes give comprehensive advice for non-specialist teachers
The ten standalone units practise job-specific skills such as writing headlines, producing advertisements, scheduling programmes, preparing a pitch and interviewing. Authentic materials – including newspaper articles, adapted film scripts and blogs – let learners practise the specialist language in realistic contexts.
This course includes: Student’s Book with Audio CDs.
For complete ISBN listings, see pages 97–104.

Professional English in Use Marketing
Cate Farrall and Marianne Lindsley
INTERMEDIATE TO UPPER INTERMEDIATE
Ideal for self-study, classroom use and one-to-one lessons, this book offers specialist vocabulary reference and practice over 50 units, covering a range of topics such as branding and customer needs.
• ‘Over to you’ activities help learners to use new vocabulary in everyday life
Left-hand pages explain new vocabulary and right-hand pages provide activities to help learners develop their understanding of new language.
For complete ISBN listings, see pages 97–104.

Communicative Syllabus Design
John Munby
This book helps teachers and course planners to specify the syllabus content for different types or groups of learner.
For complete ISBN listings, see pages 97–104.

About CIM
The Chartered Institute of Marketing (CIM) is the world’s largest professional body of marketers with over 50,000 members worldwide. CIM exists to develop the marketing profession, maintain professional standards and improve the skills of marketing practitioners, enabling them to deliver exceptional results for their organisations. CIM do this by providing membership to both professional and studying members, qualifications and training to marketing professionals around the world.

www.cim.co.uk
Cambridge English for Job-hunting
Colm Downes
Series Editor: Jeremy Day
INTERMEDIATE TO ADVANCED
✓ Ideal for working professionals and job-seekers
✓ 40–60 hours teaching time

Suitable for classroom use or self-study, this short course helps learners develop the specialist language and communication skills they need to apply for, and secure, jobs.

• FREE online teacher’s notes give comprehensive advice for non-specialist teachers
The six units give practice of vital steps in the job-seeking process, such as preparing a CV and writing a cover letter, with a special focus on answering difficult interview questions and selling yourself effectively. Authentic materials – including genuine CVs and cover letters – let learners practise the specialist language in realistic contexts.

This course includes: Student’s Book with Audio CDs.
For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/englishforjobhunting

Be My Guest
English for the hotel industry
Francis O’Hara
ELEMENTARY TO PRE-INTERMEDIATE

Through short, manageable units, this course focuses on the everyday language needed by hotel employees. It deals with a range of customer-facing situations, including reception and bar work, and answering the telephone. Personal Job Files in the Student’s Book enable students to record their progress.

This course includes: Student’s Book, Teacher’s Book, Audio CDs.
For complete ISBN listings, see pages 97–104.

Safe Sailing
SMCP training for seafarers
Stephen Murrell and Peter Nagliati with Captain Stefano Canestri
ELEMENTARY TO INTERMEDIATE
✓ Pre- and in-service training

Ideal for self-study, this CD-ROM prepares sailors to communicate safely at sea by providing thorough practice of the International Maritime Organization’s Standard Marine Communication Phrases (SMCP). This standardised set of English phrases is essential to overcoming language barriers at sea and avoiding misunderstandings that can cause accidents.

An audio model is provided for each phrase and learners can record their own voice for comparison. Learners can also create customised lessons providing more practice where it’s needed. Regular ready-made tests allow learners to monitor their own progress.

• A variety of interactive exercises let learners check their comprehension
• Key words have definitions in English, with translations into Chinese, Greek, Italian, Russian and Spanish

Perfect for use both on land and for onboard training, Safe Sailing is also a useful companion for those training for the GOC exam (General Operators Certificate).
For complete ISBN listings, see pages 97–104.

Welcome!
Second edition
English for the travel and tourism industry
Leo Jones
INTERMEDIATE

This course teaches core language skills for everyday communication in hospitality, travel and tourism, with an emphasis on building confidence and improving fluency.

This course includes: Student’s Book, Teacher’s Book, Audio CD.
For complete ISBN listings, see pages 97–104.
**Business Start-up**
Mark Ibbotson and Bryan Stephens  
**BEGINNER TO PRE-INTERMEDIATE**
- 2 levels
- 55 hours’ teaching time

Designed for complete beginners who need English for their work, this course teaches English as it’s really spoken, using natural language, realistic contexts and a regular focus on pronunciation.

A carefully-graded grammar syllabus, natural recordings and a focus on functional, communicative skills give learners the confidence they need to start working in English at the earliest opportunity. In addition, regular ‘Time Out’ sections build important general vocabulary for travel and socialising.

The Teacher’s Books include full classroom notes and regular progress tests, plus an end of course/ placement test.

By the end of the course, students will be ready to begin preparation for the BEC Preliminary Examination (early B1 level).

This course includes: Student’s Book, Workbook with CD-ROM/ Audio CD, Teacher’s Book, Audio CDs.
For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/start-up

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**Business Goals**
Gareth Knight, Mark O’Neil and Bernie Hayden  
**ELEMENTARY TO INTERMEDIATE**
- 3 levels
- Flexible, modular approach
- 30 hours’ teaching time, extendable to 60 hours

*Business Goals* gets students ready to use English at work right away, through realistic communicative tasks.

A focus on listening and speaking builds confidence in areas such as networking, and a range of accents, shows English as it’s really spoken. ‘Culture Focus’ sections introduce students to company culture around the world.

The Workbooks provide extra practice, activities and advice for BEC exam candidates.

This course includes: Student’s Book, Workbook and Audio CD, Teacher’s Book, Audio CD.
For complete ISBN listings, see pages 97–104.

www.cambridge.org/elt/businessgoals

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**Getting Ahead**
**ELEMENTARY TO PRE-INTERMEDIATE**
Sarah Jones-Macziola and Greg White

Getting Ahead and Further Ahead use challenging tasks and communicative activities to develop business English skills.

The *Further Ahead* Learner’s Book comes with a free BEC Preparation CD-ROM.

This course includes: Learner’s Book, Learner’s Book Audio CD, Teacher’s Guide, Home Study Book.
For complete ISBN listings, see pages 97–104.

**Further Ahead Video**
**PRE-INTERMEDIATE**
Written and directed by Andrew Bampfield
Teacher’s Guide by Sarah Jones-Macziola and Greg White

Video Activity Book by Lynda Lawson
This course includes: Video, Video Activity Book.
For complete ISBN listings, see pages 97–104.

**Staying Ahead Video**
**ELEMENTARY TO PRE-INTERMEDIATE**

**Business Explorer**
Gareth Knight and Mark O’Neil  
**ELEMENTARY TO INTERMEDIATE**

*Business Explorer* is an American English version of *Business Goals*.

This course includes: Student’s Book, Teacher’s Book, Audio CD.
For complete ISBN listings, see pages 97–104.

See also…
Cambridge Examinations  
BEC, BULATS and TOEIC® courses.
Page 42
### Working in English

**Leo Jones**

**INTERMEDIATE**

- 1 level
- 40 hours’ teaching time
- Flexible, modular approach

This course focuses on the practical, day-to-day activities that all business people are involved in, whatever their level or experience. The video contains documentary sequences relating to the modules, specially filmed in Europe and the USA. The Teacher’s Book with CD-ROM contains supplementary materials.

This course includes: Student’s Book, Personal Study Book with Audio CD, Teacher’s Book with CD-ROM, Student’s Book Audio CDs, Video.

For complete ISBN listings, see pages 97–104.

**www.cambridge.org/elt/workinginenglish**

### English365

**For work and life**

**Steve Flinders, Bob Dignen and Simon Sweeney**

**ELEMENTARY TO UPPER-INTERMEDIATE**

- 3 levels
- 45 hours’ teaching time

Reflecting the work-life balance of busy adults, English365 prepares learners for the business and social demands of day-to-day working life.

As well as focusing on core language skills, key vocabulary and practical phrases, the course also develops the interpersonal skills learners need to become more effective communicators.

Specially-commissioned interviews with real people from a range of professional backgrounds give realistic contexts for language learning.

The Teacher’s Book contains 30 extra classroom activities per level, helping to cater for different learning needs, and photocopiable training activities help learners become more autonomous.

Visit the website for online research activities, background briefings and podcasts from the authors, worksheets, wordlists and more.

This course includes: Student’s Book with BEC Preparation CD-ROM, Student’s Book, Audio CDs, Workbook, Workbook Audio CD Set, Teacher’s Book, Video.

For complete ISBN listings, see pages 97–104.

### Communicating in Business

**Second edition**

**Simon Sweeney**

**INTERMEDIATE TO UPPER-INTERMEDIATE**

- 1 Level
- Flexible modular approach

This short course helps learners communicate better when socialising, telephoning, presenting, taking part in meetings and negotiating. With a focus on listening and speaking, the course builds confidence and fluency by encouraging students to analyse tasks and take part in realistic activities. Language and communication skills checklists enable students and teachers to track progress and address problem areas.

This course includes: Student’s Book, Personal Study Book with Audio CD, Teacher’s Book with CD-ROM, Student’s Book Audio CDs, Video.

For complete ISBN listings, see pages 97–104.

### English for Business Studies

**A course for Business Studies and Economics students**

**Third edition**

**Ian MacKenzie**

**UPPER INTERMEDIATE TO ADVANCED**

- 1 level
- 60–90 hours’ teaching time

Thoroughly revised to meet the needs of today’s students, this best selling course helps students to understand and talk about key concepts in business and economics.

Reflecting recent changes in the world’s business and economic environment, the course features new units including Corporate Social Responsibility and Venture Capital.

New authentic audio recordings, including up-to-date interviews with business people, give realistic listening practice.

Using case studies, discussions and role-plays to help learners develop and defend their own viewpoints, it covers the most important areas of management, production, marketing, finance and macroeconomics.

Teachers can keep track of students’ progress with the four assessment tests provided in the Teacher’s Book.

The second edition will continue to be available for a limited period.

This course includes: Student’s Book, Teacher’s Book, Audio CDs.

For complete ISBN listings, see pages 97–104.

### New International Business English

**Leo Jones and Richard Alexander**

**UPPER-INTERMEDIATE**

- 1 level
- 90 hours’ teaching time

Through fifteen topic-based units, this course offers thorough vocabulary development and frequent opportunity for discussion. The Student’s Book comes with a free BEC Preparation CD-ROM.

This course includes: Student’s Book with BEC Preparation CD-ROM, Student’s Book, Audio CDs, Workbook, Workbook Audio CD Set, Teacher’s Book, Video.

For complete ISBN listings, see pages 97–104.

**www.cambridge.org/elt/nibe**

### English for Business Communications

**Second edition**

**Simon Sweeney**

**INTERMEDIATE TO UPPER-INTERMEDIATE**

- 1 Level
- Flexible modular approach

Communicating in Business is an American English version of Business Communication.

For complete ISBN listings, see pages 97–104.
These lively photocopiable resource books are an ideal way to give further practice where it’s needed, whilst motivating students and keeping learning fun. Step-by-step teacher’s notes make them easy to use with minimum preparation and ready-made activities mean that you can just photocopy... and go!

www.cambridge.org/elt/ccc
For complete ISBN listings, see pages 97–104.

Cambridge Business English Activities
Serious fun for Business English students
Jane Cordell
BEGINNER TO UPPER-INTERMEDIATE

Ready-to-use pair and group activities, practising the most common functions and language of business, from eating out to negotiating.

In Business
Activities to bring Business English to life
Marjorie Rosenberg
PRE-INTERMEDIATE TO ADVANCED

Focusing on functional language, vocabulary and skills, these activities encourage active discussion. They cover functions such as negotiating, telephoning and presenting.

Business English Frameworks
Paul Emmerson
INTERMEDIATE TO ADVANCED

Designed for learners already in work, these activities provide frameworks that encourage learners to talk about their own work situation in a structured way.

Business Roles 2
Simulations for Business English
John Crowther-Alwyn
INTERMEDIATE TO ADVANCED

Designed to get students talking, these short role-plays are set in manufacturing and service organisations around the world. Prescribed roles enable learners to concentrate on their communication skills and fluency while participating in lively discussions.

Decisionmaker
David Evans
INTERMEDIATE TO ADVANCED

Suitable for learners with or without business experience, these challenging business problems are designed to engage learners in discussion and decision-making.

Intercultural Resource Pack

Intercultural communication resources for language teachers
Derek Utley
INTERMEDIATE TO ADVANCED

What is culture? How do you tell people about your national culture? How do you talk about your organisation’s culture? These activities develop intercultural awareness and competence by dealing with important cultural issues and questions.

Professional English Online
Online support for teachers and trainers of business English and ESP

News and views
• Keep up-to-date with the world of professional English
• Hear what leading names have to say on a range of business English and ESP topics
• Find in-depth articles on what really matters in professional English today

Practical help
• Find ready-to-use activities from ELT specialists
• Download extra resources to support our business and ESP titles, including worksheets, wordlists, lesson plans and more

Have your say
• Share your views on today’s business English and ESP issues
• Enter our monthly competition to win free books

Sign up now to receive regular email updates!

Just go to www.cambridge.org/elt/pro
Company to Company
A task-based approach to business emails, letters and faxes
Fourth edition
Andrew Littlejohn
PRE-INTERMEDIATE TO UPPER-INTERMEDIATE
Suitable for anyone studying or working in business, commerce or administration, this course teaches and practises correspondence in English.
This course includes: Student’s Book, Teacher’s Book.
For complete ISBN listings, see pages 97–104.

Essential Telephoning in English
Tony Garside and Barbara Garside
PRE-INTERMEDIATE TO INTERMEDIATE
Suitable for classroom use or self-study, this course covers a wide range of communication skills such as beginning and ending a call, dealing with problems and making appointments.
This course includes: Student’s Book, Teacher’s Book, Audio CD.
For complete ISBN listings, see pages 97–104.

Skills for Success
Working and studying in English
Donna Price-Machado
PRE-INTERMEDIATE TO INTERMEDIATE
This course teaches all four language skills through co-operative learning techniques as well as skills essential to vocational or college-based students.
This course includes: Student’s Book, Teacher’s Manual.
For complete ISBN listings, see pages 97–104.

Business Reports in English
Jeremy Comfort, Rod Revell and Chris Stott
UPPER-INTERMEDIATE
A task-based approach to reading and writing business reports in English.
This course includes: Book.
For complete ISBN listings, see pages 97–104.

Professional Presentations
Malcolm Goodale
UPPER-INTERMEDIATE TO PROFICIENCY
A flexible, video-based course for trainers working with students who want to learn how to present professionally in English.
This course includes: Video.
For complete ISBN listings, see pages 97–104.

Telephoning in English
Third edition
B. Jean Naterop and Rod Revell
INTERMEDIATE TO UPPER-INTERMEDIATE
Suitable for classroom use or self-study, this course develops and consolidates practical telephone skills in a variety of contexts, with activities ranging from message-taking to spelling practice.
This course includes: Student’s Book, Audio CDs.
For complete ISBN listings, see pages 97–104.

Telephoning in English CD-ROM
Rod Revell and B. Jean Naterop
INTERMEDIATE TO UPPER-INTERMEDIATE
This CD-ROM integrates audio, images and text to help learners improve their telephoning skills. It includes vocabulary building, as well as listening and speaking practice.
This course includes: CD-ROM – Single user and Network versions.
For complete ISBN listings, see pages 97–104.

English for International Negotiations
A cross-cultural case study approach
Drew Rodgers
UPPER-INTERMEDIATE TO ADVANCED
Built around case studies, this book puts students at the centre of the action where they can develop communication skills, and practise negotiation whilst considering its cross-cultural aspects.
This course includes: Book, Instructors Manual.
For complete ISBN listings, see pages 97–104.

See also...
The Language of Business Meetings
Page 91
Business Vocabulary in Use

Second editions
Bill Mascull
INTERMEDIATE TO ADVANCED

With brand new editions for the INTERMEDIATE and ADVANCED levels, Business Vocabulary in Use is a must for any teacher or learner of business English.

Ideal for self-study, class use and one-to-one lessons, each unit gives clear explanations of new language plus exercises to practise using the language.

The second editions come with a brand new CD-ROM complete with:
- interactive practice exercises and games
- audio of each word or phrase
- tests for each unit of the book
- a phonemic chart for pronunciation support.

Bringing you right up-to-date with the language you need for business today, the second editions reflect recent developments in technology, global relations and financial practice.

**Intermediate** features topics such as Culture at Work, as well as skills development work on Presentations and Negotiations.

**Advanced** features topics such as Competitive Strategy and Globalisation, plus skills-development work on Business Writing and Working in International Teams.

With vocabulary drawn from the newly-expanded Cambridge Business English Corpus – a collection of real English compiled from authentic sources including business magazines, professional journals and educational books – you can be sure that the language learnt is up-to-date, relevant and natural.

For complete ISBN listings, see pages 97–104.

Test Your Business Vocabulary in Use

**INTERMEDIATE TO ADVANCED**

These sets of tests accompany each level of Business Vocabulary in Use but can also be used independently.

**Intermediate**
George Bethell and Patricia Aspinall

**Advanced**
Joy Godwin and Lyn Strutt

These editions will continue to be available for a limited period.
For complete ISBN listings, see pages 97–104.

Words at Work

Vocabulary development for Business English
David Horner and Peter Strutt
INTERMEDIATE TO UPPER-INTERMEDIATE

Seventeen topic-based units cover a wide variety of business themes and include useful vocabulary-learning tips.

This course includes: Paperback, Audio CD.
For complete ISBN listings, see pages 97–104.

Grammar for Business

Michael McCarthy, Jeane McCarten, David Clark and Rachel Clark
INTERMEDIATE TO UPPER-INTERMEDIATE

Suitable for classroom use or self-study, this book is ideal for business students and anyone using English in the workplace.

Informed by the Cambridge Business Corpus, you can be sure that the language presented is practical and up-to-date.

Providing clear explanations and authentic practice of essential business language, the book focuses on both spoken and written grammar to help students improve their communication skills in realistic situations.

This course includes: Book with Audio CD.
For complete ISBN listings, see pages 97–104.

See also…

Professional English in Use
Vocabulary reference and practice for specialist areas of professional English
Pages 45 to 49