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Longman Commercial Communication

By Louis Wood Alan Stanton

Longman Group, 1989. Softcover, Geheftet. Book Condition: Neu. Gebrauchte - Sehr gut Unbenutzt. Schnelle Lieferung, Kartonverpackung. Abzugsfähige Rechnung. Bei Mehrfachbestellung werden die Versandkosten anteilig erstattet. - This course is for intermediate students who wish to study English in a commercial context. Accompanying this teacher's guide is a students' book which consists of nine main teaching units and three revision and consolidation units. The teacher's guide contains teaching steps for each unit, background to the commercial content, answers, model letters and tapescripts on a C90 cassette. Special skills covered by the units include - business letters for job applications, enquiries, orders, making complaints, memos, telexes and informal notes, oral summaries, reading and note taking, grammatical structures, role play in business situations, project work, describing diagrams and business vocabulary. The units also contain information about British commercial and financial institutions, documents of international trade, office technology, insurance, transport and advertising and types of business organization. The course is suitable for students who are preparing for the London Chamber of Commerce and Industry's "English for Business" and "Spoken English for Industry and Commerce" examinations and other business English exams. 61 pp. Englisch.



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Reviews

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