



## Communicating in Business English (with Audio CD)

By Bob Dignen

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**Communicating in Business English (with Audio CD)** By Bob Dignen

*Communicating in Business English* focuses on functional English needed to communicate within various business environments. It presents vocabulary and language patterns related to common business situations.

Topics covered in the book include: making and receiving business calls, giving presentations, participating in meetings, socializing with business contacts, negotiating deals, and writing business letters or documents.

### Key Features

- Key vocabulary lists for each lesson
- Sample language structures for common sentences and phrases
- Cross-cultural tips and golden rules for effective communication
- Dialogs illustrating vocabulary usage in context
- Exercises for vocabulary comprehension and reinforcement
- Answer key
- Free audio CD for listening exercises

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## Communicating in Business English (with Audio CD) By Bob Dignen Bibliography

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