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O García

Handbook of Business Communication Gerlinde Mautner, Franz Rainer, 2017-07-24 In spite of the day-to-day relevance of business communication, it remains underrepresented in standard handbooks and textbooks on applied linguistics. The present volume introduces readers to a wide variety of linguistic studies of business communication, ranging from traditional LSP approaches to contemporary discourse-based work, and from the micro-level of lexical choice to macro-level questions of language policy and culture.

Introducing Course Design in English for Specific Purposes Lindy Woodrow, 2017-11-06 Introducing Course Design in English for Specific Purposes is an accessible and practical introduction to the theory and practice of developing ESP courses across a range of disciplines. The book covers the development of courses from needs analysis to assessment and evaluation, and also comes with samples of authentic ESP courses provided by leading ESP practitioners from a range of subject and global contexts. Included in this book are: The basics of ESP course design The major current theoretical perspectives on ESP course design Tasks, reflections and glossary to help readers consolidate their understanding Resources for practical ESP course development Examples of authentic ESP courses in areas such as business, aviation and nursing Introducing Course Design in English for Specific Purposes is essential reading for pre-service and in-service teachers, and students studying ESP and applied linguistics.

Hybrid Learning Theory and Practice Simon K.S. Cheung, Joseph Fong, Jiping Zhang, Reggie Kwan, Lam For Kwok, 2014-07-31 This book constitutes the refereed proceedings of the 7th International Conference on Hybrid Learning, ICHL 2014, held in Shanghai, China, in August 2014. The 31 papers presented were carefully reviewed and selected from 90 submissions. The selected papers cover various aspects on hybrid learning, computer supported collaborative learning, experiences in hybrid learning, improved flexibility on learning processes and the pedagogical and psychological issues of hybrid learning.

The Oxford Handbook of Southeast Asian Englishes Andrew J. Moody, 2024-03-03 The Oxford Handbook of Southeast Asian Englishes is the first reference work of its kind to describe both the history and the contemporary forms, functions, and status of English in Southeast Asia (SEA). Since the arrival of English traders to Southeast Asia in the seventeenth century, the English language has had a profound impact on the linguistic ecologies and the development of

societies throughout the region. Today, countries such as Singapore and the Philippines have adopted English as a national language, while in others, such as Indonesia and Cambodia, it is used as a foreign language of education. The chapters in this volume provide a comprehensive overview of current research on a wide range of topics, addressing the impact of English as a language of globalization and exploring new approaches to the spread of English in SEA. The volume is divided into six parts that investigate, respectively: historical and contemporary English contact in SEA; the structures of the Englishes spoken in different SEA nations; the English-language literatures of the region; approaches to English in education throughout the region; and resources for researching SEA Englishes. The handbook will be an invaluable reference work for students and researchers in areas as diverse as contact linguistics, English as a Foreign Language, world Englishes, and sociolinguistics.

Business Communication: Essential Strategies for 21st Century Managers, 2e Verma Shalini, 2014 This book Business Communication: Essential Strategies for Twenty-first Century Managers brings together application-based knowledge and necessary workforce competencies in the field of communication. The second edition utilizes well-researched content and application-based pedagogical tools to present to the readers a thorough analysis on how communication skills can become a strategic asset to build a successful managerial career. With the second edition, Teaching Resource Material in the form of a Companion Website is also being provided. This book must be read by students of MBA, practicing managers, executives, corporate trainers and professors. KEY FEATURES • Learning Objectives: They appear at the beginning of each chapter and enumerate the topics/concepts that the readers would gain an insight into after reading the chapter • Marginalia: These are spread across the body of each chapter to clarify and highlight the key points • Case Study 1: It sets the stage for the areas to be discussed in the concerned chapter • Case Study 2: It presents real-world scenarios and challenges to help students learn through the case analysis method • Tech World: It throws light on the latest advancements in communication technology and how real-time business houses are leveraging them to stay ahead of their competitors • Communication Snippet: It talks about real organizations/people at workplaces, their on-job communication challenges and their use of multiple communication channels to gain a competitive edge • Summary: It helps recapitulate the different topics discussed in the chapter • Review and Discussion Questions: These help readers assess their understanding of the different topics discussed in the chapter • Applying Ethics: These deal with situation-based ethical dilemmas faced by real managers in their professional lives • Simulation-based Exercise: It is a roleplay management game that helps readers simulate real managers or workplace situations, and thereby enables students to apply the theoretical concepts • Experiential Learning: It provides two caselets, each followed by an Individual Activity and a Team Activity, based on real-time business processes that help readers 'feel' or 'experience' the concepts and theories they learn in the concerned chapter to gain hands-on experience • References: These are given at the end of each chapter for the concepts and theories discussed in the chapter

Business English Soumitra Kumar Choudhury, 2011

Temas selectos de inglés 2 Flores Kastanis, Paula, 2020-11-04 In 2018, the High School Program (Educación Media Superior) was updated to comply with its essential purpose: to generate in the students the development of a first personal and social synthesis prior to their access to higher education, as well as providing an understanding of their society, preparing them for a possible job. The inclusion of two six-credit additional courses in the last year is part of this update that belongs to the Communication disciplinary area, as Preparation Components. The expectations of Selected Topics in English 2 in sixth semester are oriented towards potentializing the A2 Level in order to reach the threshold of B1 Level according to the Common European Framework of Reference for Languages (CEFR). BLOCK 1: Signs, notices and advertisements. Lesson 1: Signs. Evaluation for Lesson 1, Evidence of Learning. Summative Evaluation 1 for Block 1. Lesson 2: Notices. Evaluation for Lesson 2, Evidence of Learning. Summative Evaluation 2 for Block 1. Lesson 3: Advertisements. Evaluation for Lesson 3, Evidence of Learning. Summative Evaluation 3 for Block 1. BLOCK 2: Factual texts on trending topics for teens. Lesson 1: Factual texts and Reading strategies. Lesson 2: Websites and Blogs. Evaluation for Lessons 1 and 2. Block 2, Evidence of Learning. Summative Evaluation 1 for Block 2. Lesson 3: News reports. Evaluation for Lesson 3, Evidence of Learning. Summative Evaluation 2 for Block 2. Lesson 4: Magazine articles. Lesson 5: Factual texts in Science Magazines. Lesson 6: Factual texts in Business Magazines. Evaluation for Lessons 4, 5 and 6. Block 2, Evidence of Learning. Summative Evaluation 1 for Block 2. BLOCK 3: Short stories for teenagers. Lesson 1: Elements of a short story. Lesson 2: Short story ¿ Fictional. Lesson 2: Short stories ¿ Fairy Tales. Lesson 4: Mood and Tone. Evaluation for Lessons 2, 3 and 4. Block 3. Evidence of Learning. Summative Evaluation 2 for Block 3. Websites. Learning Management System (SALI 2.0).

English for Business Studies Student's Book I. E. Mackenzie, Ian MacKenzie, 2010-04 Covering the most important areas of management, production, marketing, finance and macroeconomics, it helps students to understand and talk about a wide range of business topics -- Back cover.

Housing Recovery after Disasters Frances L. Edwards, 2019-08-15 Recent disasters have demonstrated the critical role that re-housing victims play in communities' long term disaster recovery. This book examines the history and theories of rehousing, the role of bonding social capital, applies systems theory to understanding the stages of recovery, then presents case studies of long term housing recovery following Hurricane Katrina and Hurricane Sandy in the United States, Hurricane Maria in Dominica, the 2010 earthquake in Haiti, and a variety of disasters in Turkey, Nepal, Japan, and India. Together these chapters address what Dr. Louise Comfort has called "one of the most persistent and difficult policy problems in the field: long term recovery of communities following disaster."

Words for working Rosa Giménez Moreno, 2011-11-28 Words for Working ofereix una revisió actualitzada de conceptes, competències, habilitats comunicatives i recursos essencials per a l'aprenentatge i ús efectiu de l'anglès professional i

acadèmic a l'entorn de l'economia i l'empresa internacional. El volum facilita als lectors el coneixement i el domini de la variació lingüística existent dins del llenguatge especialitzat (variació intercultural, geogràfica, textual, etc.), així com del seu funcionament en àrees de comunicació professional fonamentals en aquest àmbit (anglès empresarial, econòmic, financer, jurídic, etc.). El seu contingut inclou estratègies comunicatives i activitats didàctiques pràctiques tant per a la llavor professional com per a l'estudi i la investigació en anglès dins d'aquestes disciplines en el nou Espai Europeu d'Educació Superior.

Intelligent Business Upper-Intermediate ,2006-01 What's special about the Intelligent Business Course Book? You can effortlessly blend the development of language skills with the introduction of business concepts Boost your students' business writing skills - the Style Guide has authentic business documents like emails, minutes and reports Add international business flavour to your lessons with the 'Culture at Work' sections Challenge your students with the 'Dilemma and Decision' section in every unit which asks students to evaluate a real-life business dilemma Easily prepare students for BEC exams using the Workbook that has plenty of BEC-style exercises and an authentic Practice Test

Speak Better Business English and Make More Money Amy Gillett,

Business English Rosalia Covello,2014-01-01 This Business English Course introduces different aspects of Business English, working on main language points and important vocabulary through a variety of topics.

Business Education (UBEA) Forum ,2006

Everyday Business English Ian Badger,2003 The book develops spoken language skills by presenting and practising vocabulary and expressions that are useful in everyday working life. It offers essential language in realistic contexts, useful notes to explain important points, a variety of exercise with answers and a glossary section with room for the student to put in translations in their own language. A separate audio CD contains recordings of useful phrases and dialogues. - publishers description.

The Business Writer's Handbook Gerald J. Alred,Charles T. Brusaw,Walter E. Oliu,2011-11-15 More than just a guide, The Business Writer's Handbook places writing in a real-world context with quick and easy access to hundreds of business writing topics and scores of sample documents. Its dedicated author team - with decades of combined academic and professional experience - has crafted the essential reference tool for students and professionals alike, with extensive coverage of grammar, usage, and style. Always anticipating the needs of today's business writers, the book features up-to-date coverage of workplace technology, including the latest types of writing for the Web and advice on repurposing content for multiple aims, audiences, and media. An integrated companion Web site works with the text to offer additional resources and models reflecting the authors' trademark clarity.

Teaching and Learning of English in the 21st Century Muhammad Kamarul Kabilan,2021

40 Advanced Business English Dialogues Lydia Winter,Zigzag English,2023-04-01 Do you want to speak better business English? This book is designed to help upper-intermediate and advanced learners understand and speak business English - as spoken by native speakers. The 40 dialogues are realistic and cover a huge variety of useful business topics. They're fun, as well as good for your English. They include word lists and comprehension questions with answers. Topics include: Closing the deal, Client feedback, Job interview, Competitive analysis, Networking buffet, A serious problem, Negotiating changes, A visit from Head Office, A capability issue, Legal advice, and 30 more. Written by a lawyer and experienced teacher of business English from the UK.

Multimedia and Videodisc Compendium ,1995

Trade Policy Review - Cambodia World Trade Organization,2012-01-25 The Trade Policy Review Mechanism, a permanent feature of the World Trade Organization (WTO), is designed to contribute to improving adherence by all WTO members to rules, disciplines, and commitments made under the Multilateral Trade Agreement. This volume in the series provides information on the trade policies, practices, and macroeconomic situations of Cambodia. Each Trade Policy Review is expertly prepared after in-depth analysis of an individual nation by the WTO's Trade Policy Review Board.

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