

You'RE in Business



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For high-intermediate to advanced ESL/EFL students and professionals, this text introduces important business topics ranging from production and personnel to computers and marketing. Those who need to conduct business negotiations in English will find this book useful for learning business terminology and concepts. Eleven thought-provoking readings emphasize:

- Listening practice and note-taking techniques
- Understanding business vocabulary in context
- Reading comprehension and business writing skills
- Debate topics to stimulate discussion Includes a complete answer key and glossary, and can be used for self-study.

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