

International Express

Interactive Editions

ELEMENTARY TO UPPER-INTERMEDIATE (A2–B2)

LIZ TAYLOR, ALASTAIR LANE, KEITH HARDING, AND ADRIAN WALLWORK

International Express combines general English with business situations, giving students the social and functional English they need to work, travel, and socialize.

- Functional language ready for immediate use.
- Balance of general and business English that is more directly relevant to adult professionals.
- New video footage with every level to improve students' listening and speaking skills.
- Student-centred approach, mature lifestyle topics, and authentic international contexts to reflect the real needs and interests of working adults.
- Regular review units and self-study options in the Workbook and handy Pocket Book.

Mature lifestyle topics presented within authentic international contexts

Functional language for immediate use in students' working life

An ideal balance of business and general English

UNIT 6 Psychology

AGENDA

- Modal verbs: obligation, necessity, and permission
- Modal verbs: speculation, expressing certainty and possibility
- Psychological and emotional traits
- Word building 2
- Discriminating sounds
- Active listening
- Making arrangements

Language Focus

1 Can you match the names with the places?

Harrods, London	Lafayette, Paris	Macy's, New York
Mitsukoshi, Tokyo	LECC shopping plaza, Kuala Lumpur	

2 Where would you normally find the following in a department store?

- women's clothes
- restaurant
- cosmetics
- hardware
- food hall
- famous brands – watches, jewellery, and bags

How does a department store decide what to put on each floor?

3 'Retail anthropology' is the analysis of how shoppers behave and the strategies that behaviour has for the retail industry. Work in pairs and discuss the questions.

- Which way do most shoppers go when they enter a store – left, right, or straight on?
- Is it a good idea to have your store next to a bank?
- Should more expensive items be in narrow or wide aisles?
- Should famous brands be at the front of a store or at the back?
- What do you think these terms mean?

Transition Zone	Invariant Right Rule
Signature items	Fast Retailer Factor

4 Read the article below and check your answers.

Are you a victim of marketing psychology?

These days we're all supposed to be independent free-thinking individuals, but when it comes to shopping is this really the case?

In the 1970s, the American Pavlov Underhill set the field of 'retail anthropology', using a mixture of self-observation to analyse how shoppers behaved and what worked or didn't work in stores throughout the US. His findings showed that we all tend to behave in certain ways.

Americans walk the way they drive. So when they stroll down shopping malls they keep to the right. This is why in a well-designed airport, travellers duffle toward their gate – will always find the fast food restaurants on their left and the gift shops on their right; people will usually cross a line of pedestrian traffic to watch their burger but rarely to make an impulsive buy of a T-shirt or magazine.

This is also why Pavlov Underhill tells his retail clients that shoppers tend to see window displays from a distance of at least eight metres. This is the distance that it takes for a pedestrian walking at a reasonable speed to shift down the gears, like a car. For the same reason, if you own a store, he says, you shouldn't be next door to a bank; potential shoppers spend up when they walk past a bank since there's nothing to look at, and by the time they've slowed down they've walked right past your business.

This 'slow-roll factor' also occurs that when potential shoppers enter a store it takes them five to seven paces to adjust to the light and move from walking speed to shopping speed. Pavlov calls this area the Transition Zone and insists that his clients must put anything of value in that zone. They should be put at the end of the Transition Zone, and also to the right, so his studies show that shoppers will inevitably turn to the right when entering the store – the Invariant Right rule.

There are other ways to manipulate our retail psychology. Items that require examination and perusal, or which are more expensive, should be placed in wide aisles to allow for consideration by the customer without the danger of being bumped into or being touched from behind – the Fast Retailer factor. If shoppers are touched from behind, they become irritated and move on.

Signature items – the store's famous brands – should be at the back of the store, along with 'destination items' (hence that customers know the store but not come so quickly to buy), so that shoppers will have to pass the whole range of goods. For the same reason – store clothing stores place the fitting rooms at the back of the store, so the customer going to try on his suit can see, 'Oh yes, and I need to buy some socks as well, and I must get a shirt to go with the suit'.

The important thing for all retailers is to maximize the time that shoppers spend inside the store. This can be done by engaging all the senses – not just sight and sound, but touch, smell, and taste. So the next time you breathe in the smell of freshly-baked bread in a supermarket or have the urge to drink a coffee in the 'bakery cafe', remember you're a victim.

5 Work in groups. Discuss the questions.

- Think of some shops and stores that you know. Are the points made in the article true for them?
- Do you think that you might be a 'victim of marketing psychology'?

“In my opinion it has an excellent balance between business terminology and skills, and elements of general English.”

FIONA SIMPSON, ITALY

Video

International Express now includes a video clip for every unit at every level. Videos bring the outside world into the classroom, and provide additional speaking and listening practice. Clips link directly to content in the Student's Book and include:

- Documentary-style reports with target language from the unit.
- Profiles of professionals, companies, products, and cities, as well as business, culture, and lifestyle reports.
- Mini-interviews that provide authentic language models.



DVD-ROM for students

International Express DVD-ROMs are suitable for interactive practice, revision, and self-study, and include:

- Reading and dictation exercises.
- Wordbank with audio clips.
- Video comprehension exercises.



DVD for teachers

International Express DVDs include downloadable worksheets that offer:

- Lesson plans.
- Speaking activities.
- Video scripts.
- Answer keys.



- ✓ DVD-ROM with Student's Book Pack
- ✓ DVD with Teacher's Resource Book
- ✓ Teacher's Website



International Express, Interactive Editions	Elementary	Pre-Intermediate	Intermediate	Upper-Intermediate
Student's Pack (Student's Book, Pocket Book, DVD-ROM)	978 0 19 459736 4	978 0 19 459738 8	978 0 19 459737 1	978 0 19 459739 5
Workbook and Student's Audio CD	978 0 19 456813 5	978 0 19 457498 3	978 0 19 457497 6	978 0 19 457496 9
Teacher's Resource Book with DVD	978 0 19 459740 1	978 0 19 459741 8	978 0 19 459742 5	978 0 19 459743 2
Class Audio CD	978 0 19 456804 3	978 0 19 457481 5	978 0 19 457489 1	978 0 19 455506 7



Business Result

ELEMENTARY TO ADVANCED (A1–C1)

KATE BAADE, MICHAEL DUCKWORTH, DAVID GRANT, CHRISTOPHER HOLLOWAY, JANE HUDSON, JOHN HUGHES, JON NAUNTON, JIM SCRIVENER, AND REBECCA TURNER

Business English you can take to work today.

Business Result is a five-level business English course that gives students the communication skills they need for immediate use at work.

- Communicative syllabus provides pick-up-and-use business skills.
- Real-world case studies deliver authentic insights into key business issues.
- The *Expert View* from Cranfield School of Management offers authoritative business commentary on every case study.
- Interactive Workbook on CD-ROM – included with every Student's Book – gives students a complete self-study resource.
- Teacher Training DVD with every Teacher's Book offers extra support – see page 47.



- ✓ Student's Book audio MP3 files
- ✓ Teacher Training DVD
- ✓ Interactive Workbook on CD-ROM
- ✓ Teacher's Website
- ✓ Student's Website

Business Result teaches a range of general business vocabulary for immediate use, using authentic and up-to-date texts and engaging and motivating activities.

Different communication skills give students confidence in a range of business situations

Designed to give useful strategies so students can communicate more easily with customers and colleagues

Language to take away for immediate use and put into practice



Reduced sample pages from *Business Result* Upper-Intermediate

**“Business Result speaks to students as professionals,
not just as language learners.”**

ANNA DALEY, FRANCE

Teacher Training DVD

Every *Business Result* Teacher's Book comes with a DVD. It's part of the teacher support package which is designed to help teachers get more from the coursebook in class.

Each *Business Result* DVD:

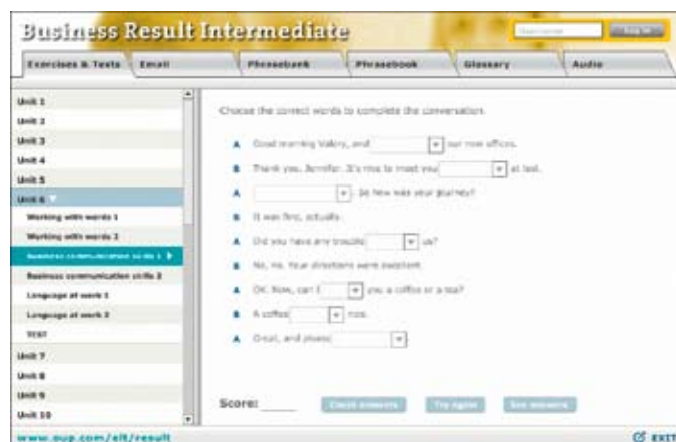
- Uses extracts from real lessons to show how *Business Result* works in the classroom.
- Demonstrates best-practice business English teaching.
- Offers ideas and advice.
- Includes commentary from *Business Result* authors, teachers, and students.
- Covers three pedagogical business English themes per level.



Student's Interactive MultiROM

Students get support and flexibility across all five levels from the *Business Result* Student's Interactive Workbook, including:

- Interactive language practice and tests.
- Interactive email models and writing exercises.
- Interactive phrasebank of key expressions, organized according to their functional purpose.
- Glossary in printable PDF and interactive versions.
- Language reference of grammar notes and explanations from the Student's Book Practice files.
- Audio in MP3 files.



Teacher's Website

The *Business Result* Teacher's Site includes extra ideas, support, and activities, including:

- Reading texts.
- Writing files.
- BEC practice files.
- Teacher development materials.
- Vocabulary and Expressions cards.

Student's Website

The *Business Result* Student's Site includes:

- Interactive vocabulary activities.
- Gap-fill exercises.
- Reference material such as grammar explanations.
- Practice File answer keys.

➤ See also [English Result](#) page 38
[Exams Result](#) page 59

Business Result	Elementary	Pre-Intermediate	Intermediate	Upper-Intermediate	Advanced
Student's Book Pack (Student's Book with Interactive Workbook on CD-ROM)	978 0 19 474800 1	978 0 19 474809 4	978 0 19 476800 9	978 0 19 476809 2	978 0 19 476818 4
Teacher's Book Pack (Teacher's Book with DVD)	978 0 19 474803 2	978 0 19 474812 4	978 0 19 476806 1	978 0 19 476815 3	978 0 19 476822 1
Class Audio CD	978 0 19 474807 0	978 0 19 474816 2	978 0 19 476804 7	978 0 19 476813 9	978 0 19 476826 9



Express Series

INTERMEDIATE (B1–C1)

The *Express Series* is a range of short, specialist English courses for different professions, work skills, and industries.

The fast route to English for work

The *Express Series* is ideal for students in employment, who want to communicate better in English. These short, intensive courses can be completed in 25–30 hours, so students make progress quickly.

Titles in the *Express Series* can be used in a variety of ways: as stand-alone courses, for self-study using the interactive MultiROM, or alongside a coursebook such as *International Express*.

- Engaging topics, motivating role-plays, and a variety of exercises provide a framework for each specialist subject.
- Tip boxes in each unit include key language points, useful phrases, and strategies.
- STARTER section at the beginning of each unit has warm-up and awareness-raising activities.
- OUTPUT texts at the end of each unit encourage discussion and reflection.
- Answers, transcripts, and a glossary of useful phrases at the back of each book.

MultiROM

The interactive exercises provide useful phrases, vocabulary, and communication practice, and are particularly valuable for independent study. These can be played through the audio player on the computer, or through a conventional CD player.

Express Work Skills

English for Emails Student's Book and MultiROM	978 0 19 457912 4
English for Meetings Student's Book and MultiROM	978 0 19 457933 9
English for Negotiating Student's Book and MultiROM	978 0 19 457950 6
English for Presentations Student's Book and MultiROM	978 0 19 457936 0
English for Socializing Student's Book and MultiROM	978 0 19 457939 1
English for Telephoning Student's Book and MultiROM	978 0 19 457927 8

Express Industries

English for the Automobile Industry Student's Book and MultiROM	978 0 19 457900 1
English for Aviation Student's Book and CD-ROM and Audio CD	978 0 19 457942 1
English for Cabin Crew Student's Book and MultiROM	978 0 19 457957 5
English for the Energy Industry Student's Book and MultiROM	978 0 19 457921 6
English for Logistics Student's Book and MultiROM	978 0 19 457945 2
English for the Pharmaceutical Industry Student's Book and MultiROM	978 0 19 457924 7
English for Telecoms Student's Book and MultiROM	978 0 19 456960 6

Express Professions

English for Accounting Student's Book and MultiROM	978 0 19 457909 4
English for Customer Care Student's Book and MultiROM	978 0 19 457906 3
English for Human Resources Student's Book and MultiROM	978 0 19 457903 2
English for Legal Professionals Student's Book and MultiROM	978 0 19 457915 5
English for Marketing & Advertising Student's Book and MultiROM	978 0 19 457918 6
English for Sales and Purchasing Student's Book and MultiROM	978 0 19 457930 8

Not available in Austria, the Czech Republic, Germany, and Slovakia.

Work Skills

English for Negotiating

English for Negotiating provides students with the appropriate language, specific intercultural skills, and effective techniques necessary to be a successful negotiator.

English for Emails

English for Emails teaches students how to communicate appropriately and effectively by email. The course gives students techniques and strategies to help them write and reply to emails quickly and efficiently in the workplace.

English for Meetings

English for Meetings teaches students to participate in meetings with confidence. The course gives students techniques and strategies to help them communicate in business meetings, using appropriate vocabulary, key expressions, and useful phrases.

English for Presentations

English for Presentations provides learners with the language and techniques to help them present effectively in English. The course has six units which cover the language and skills involved at each stage of a presentation including talking about visuals, summarizing, and dealing with questions.

English for Socializing

English for Socializing teaches students how to build good relationships with international clients and colleagues. The course includes essential expressions and conversation techniques that will enable students to socialize and make business contacts in English.

English for Telephoning

English for Telephoning teaches students strategies for communicating by telephone, and trains them to sequence a conversation logically. The course builds up students' confidence allowing them to communicate effectively during a telephone call.



Industries

English for the Pharmaceutical Industry

English for the Pharmaceutical Industry teaches students how to communicate effectively in different areas of pharmaceuticals. The course is suitable for a range of pharmaceutical professionals, such as chemists, formulation scientists, lab technicians, medical writers, and clinical researchers.

English for Cabin Crew

English for Cabin Crew teaches students how to communicate clearly, assertively, and politely in a range of different on-board situations. The course has eight units, organized around the sequence of a flight: from introductory and pre-flight information, through to descent, landing, and layover.

English for the Automobile Industry

English for the Automobile Industry provides students with the language and skills that are essential to communication in the industry. The course is suitable for those who work for a car manufacturer, a supplier, a car dealership, or for a marketing agency involved with the automobile industry.

English for Aviation

English for Aviation has eight units taking students from pre-flight checks, through the flight path, to switching off the engines, with all content aligned to ICAO 'Operational Level 4' guidelines. Events covered include ground movements, departure, cruising, contact and approach, and landing. Extra practice, teaching notes, and an audio script are available on the Student's Website.

English for the Energy Industry

English for the Energy Industry gives students the necessary linguistic skills to understand daily situations in the work environment, and complex developments within the global energy sector.

English for Logistics

English for Logistics teaches students the target vocabulary and commonly-used expressions that are essential for communication in a variety of logistics roles, including carriers, suppliers, hauliers, and couriers.

English for Telecoms and Information Technology

Teaches students how to communicate effectively in these converging sectors. Subjects include mobility, software, services, and media.

Professions

English for Accounting

English for Accounting is suitable for people working in accounting and finance who need English to communicate in a variety of situations with colleagues and business partners.

English for Customer Care

English for Customer Care is suitable for people who have direct contact with customers in a variety of contexts, including hotels, banks, helpdesks, and call centres.

English for Human Resources

English for Human Resources is suitable for HR managers, their staff, and also those employed in personnel agencies. The course teaches students the relevant expressions and vocabulary they need to communicate effectively in their field.

English for Legal Professionals

English for Legal Professionals is suitable for corporate legal consultants, paralegals, legal assistants, and notaries. The course provides students with the language they need to be able to communicate with confidence.

English for Marketing & Advertising

English for Marketing & Advertising is suitable for anyone who works in marketing and advertising. The course covers a range of skills and topics such as talking to clients, discussing advertising campaigns, establishing a marketing plan, and writing a press release.

English for Sales and Purchasing

English for Sales & Purchasing is suitable for both buyers and sales people who require fluent business English to manage international clients, deal with foreign suppliers, attend international exhibitions, and deal with complaints and enquiries.





NEW



NEW



NEW



Oxford English for Careers

ELEMENTARY, PRE-INTERMEDIATE, INTERMEDIATE,
UPPER-INTERMEDIATE AND ADVANCED
(A2–C1)

ERIC H. GLENDINNING, JAMES GREENAN, TONY GRICE, KEITH HARDING,
MARTYN HOBBS, ALISON POHL, JULIA STARR KEDDLE, ROBIN WALKER,
LEWIS LANSFORD, D'ARCY VALLANCE, JON NAUNTON, RICHARD CLARK,
DAVID BAKER, AND SAM MCCARTER

The *Oxford English for Careers* series is specifically designed for students on specialist vocational courses. The series offers highly practical skills and language, with immediate transfer value to the

*Your career starts here . . .
with Oxford English for Careers*

workplace.

- Authentic and up-to-date information, written and checked by industry insiders.
- English taught in context, so students practise the language and skills they need for the job in real work situations.
- Real world profiles of professionals in the 'It's my job' feature for engaging insights into the industries.
- Additional activities and tests in the Teacher's Resource Book allow teachers to test grammar easily, and provide students with extra communication activities.
- Specialist background to the industries for every unit in the Teacher's Resource Book, as well as industry tips to support non-expert teachers.

'It's my job' industry profiles of professionals offers engaging insights into industries

It's my job

Michaela Cambelová



Michaela Cambelová works in a busy travel agency in Prague. Think about the stages in the sales process. Find out which stage Michaela is best at.

Q Michaela, what do you like about being a sales consultant?

A I like the contact with the clients. People are very different, and for me, finding out what each customer is like and what they want is fascinating.

Q What skills does a good sales consultant need?

A Patience, psychology, and a comprehensive knowledge of the products available.

Q Why do you need psychology?

A You've got to know when a customer is ready for your help, when they need more time, or when they're ready to buy.

Q And knowledge of the product?

A Well, above all, you've got to know what's inside the brochures, and not just what's on the page.

Q What do you mean?

A Well, it's not the same talking about a place in a brochure as talking about a place you've been to, or that a client has told you about. You're only as good as the information you've got, so you need to read, to

travel, and to keep in touch with your clients.

Q What about the Internet for information?

A It's really important. But you've got to find information quickly and efficiently. There's so much on the Internet that if your reading skills are poor you'll need all day to examine each site. And you haven't got all day.

Extract from *Tourism Student's Book 1*

Profiles are aspirational, showing students what they could achieve in their career



Oil and Gas 1, 2 **NEW**

ELEMENTARY TO PRE-INTERMEDIATE (A2–B1)

Oil and Gas 1 and *Oil and Gas 2* are suitable for students who are studying for a career in the oil and gas industries, and will need to communicate in English at work.

Finance 1 **NEW**

INTERMEDIATE (B1–B2)

Finance 1 is a course for students who will need English to communicate effectively in the financial workplace. It teaches language and skills for use in a range of financial careers, and includes practice exercises to help students work towards the ICFE exam.

Commerce 1, 2

PRE-INTERMEDIATE TO INTERMEDIATE (A2–B2)

Commerce develops the vocabulary, language, and skills that students need to communicate effectively in both formal and informal scenarios in the workplace. These include taking part in meetings, giving presentations, and socializing with colleagues.

Nursing 1, 2

PRE-INTERMEDIATE TO INTERMEDIATE (A2–B2)

Nursing develops the vocabulary, language, and skills that students will need when working in a medical environment. These include talking about the body, describing signs of illness, and conveying instructions to patients and colleagues.

Medicine 1, 2

INTERMEDIATE TO ADVANCED (B2–C1)

Medicine develops the vocabulary, language, and skills that students need to read and understand medical texts, to be successful in medical exams, and to communicate effectively and accurately with patients and colleagues.

Technology 1, 2

PRE-INTERMEDIATE TO INTERMEDIATE (A2–B2)

Technology develops the vocabulary, language, and skills that students will need to communicate effectively when presenting an idea to non-specialists, problem-solving, and discussing the latest technological innovations.

Tourism 1, 2, 3

PRE-INTERMEDIATE TO UPPER-INTERMEDIATE (A2–C1)

Tourism is divided into three levels: Provision, Encounters, and Management. Each of these levels develops the vocabulary, language, and skills that students will need to communicate effectively with customers and colleagues, whether working in an administrative or managerial role.

“Students make quick progress and enjoy the learning process.”

ANNEKE PIETERS
HOWEST, UNIVERSITY COLLEGE, WEST FLANDERS

Websites

The *Oxford English for Careers* Teacher’s Site contains listening scripts, teaching notes, and a glossary for each Student’s Book.

The Student’s Site contains additional vocabulary, grammar, and listening exercises.

Oxford English for Careers	Level 1	Level 2	Level 3
Commerce			
Student’s Book	978 0 19 456975 0	978 0 19 456983 5	
Teacher’s Resource Book	978 0 19 456976 7	978 0 19 456985 9	
Class Audio CD	978 0 19 456982 8	978 0 19 456986 6	
Finance			
Student’s Book	978 0 19 456993 4		
Teacher’s Resource Book	978 0 19 456994 1		
Class Audio CD	978 0 19 456995 8		
Medicine			
Student’s Book	978 0 19 402300 9	978 0 19 456956 9	
Teacher’s Resource Book	978 0 19 402301 6	978 0 19 456957 6	
Class Audio CD	978 0 19 402303 0	978 0 19 456958 3	
Nursing			
Student’s Book	978 0 19 456977 4	978 0 19 456988 0	
Teacher’s Resource Book	978 0 19 456978 1	978 0 19 456990 3	
Class Audio CD	978 0 19 456981 1	978 0 19 456991 0	
Oil and Gas			
Student’s Book	978 0 19 456965 1	978 0 19 456968 2	
Teacher’s Resource Book	978 0 19 456966 8	978 0 19 456969 9	
Class Audio CD	978 0 19 456967 5	978 0 19 456970 5	
Technology			
Student’s Book	978 0 19 456950 7	978 0 19 456953 8	
Teacher’s Resource Book	978 0 19 456951 4	978 0 19 456954 5	
Class Audio CD	978 0 19 456952 1	978 0 19 456955 2	
Tourism			
Student’s Book	978 0 19 455100 7	978 0 19 455103 8	978 0 19 455106 9
Teacher’s Resource Book	978 0 19 455101 4	978 0 19 455104 5	978 0 19 455107 6
Class Audio CD	978 0 19 455102 1	978 0 19 455105 2	978 0 19 455108 3

➤ See also English for Specific Purposes page 104



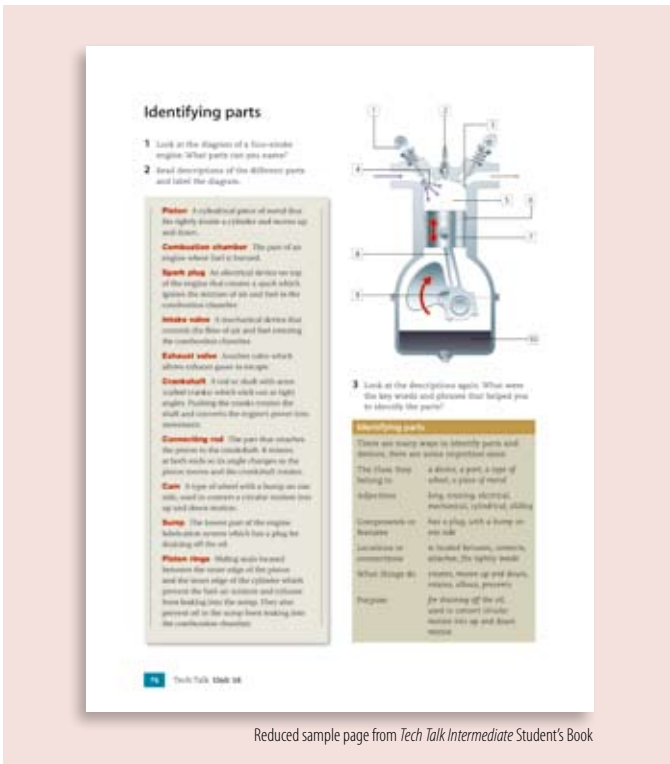
Tech Talk

Practical communication for the international workplace

ELEMENTARY, PRE-INTERMEDIATE, AND INTERMEDIATE
VICKI HOLLETT AND JOHN SYDES

A course for adult learners in the technical, industrial, and scientific sectors, who need English for everyday workplace communication.

- Short, interactive speaking tasks enable learners to use new language in hands-on contexts such as explaining purpose and giving instructions.
- Vocabulary relevant to practical work situations.
- Simple, needs-related grammar presented on a need-to-know basis, to help learners start communicating immediately.
- Real help with telephoning, socializing, and reading technical information.
- Survival skills such as getting directions, changing money, and ordering food, plus games and other fun activities.
- The Student's Website offers interactive exercises for vocabulary, grammar, and expressions.
- Syllabus pages, author article, wordlists (French, Spanish, German, Italian), listening scripts, downloadable tests, weblinks, and a feedback questionnaire on the Teacher's Website.



Reduced sample page from Tech Talk Intermediate Student's Book

Tech Talk	Elementary	Pre-Intermediate	Intermediate
Student's Book	978 0 19 457453 2	978 0 19 457458 7	978 0 19 457541 6
Teacher's Book	978 0 19 457454 9	978 0 19 457459 4	978 0 19 457543 0
Workbook	978 0 19 457455 6	978 0 19 457460 0	978 0 19 457542 3
Class Audio CD	978 0 19 457456 3	978 0 19 457461 7	978 0 19 457545 4

See also BEC Vantage Masterclass page 58



Highly Recommended

English for the Hotel and Catering Industry

PRE-INTERMEDIATE TO INTERMEDIATE
TRISH STOTT, ROD REVELL, AND ALISON POHL

Now at two levels, this popular course offers a straightforward, practical approach to developing speaking and listening skills for the international hotel and catering industry.

Highly Recommended 1 and Highly Recommended 2 provide students with simple, functional language for dealing with customers and colleagues in a variety of situations, from taking reservations to dealing with complaints.

- Topics reflect the real contexts trainees will encounter in their working lives.
- Clear focus on key functional expressions and topic-related vocabulary.
- Two listening sections with accompanying tasks in every unit.
- Activity section in each unit involving real-world communicative tasks and functional English.
- Language review sections to check students' development and progress.



Reduced sample page from Highly Recommended Student's Book 2

Highly Recommended	Level 1	Level 2
Student's Book	978 0 19 457463 1	978 0 19 457750 2
Teacher's Book	978 0 19 457464 8	978 0 19 457752 6
Workbook	978 0 19 457465 5	978 0 19 457751 9
Class Audio CDs	978 0 19 457466 2	978 0 19 457753 3

Highly Recommended 1 has new covers since February 2010. The content of the books and the ISBNs remain the same.

See also Oxford Business English Dictionary page 78



Business Venture **NEW**

Third Edition

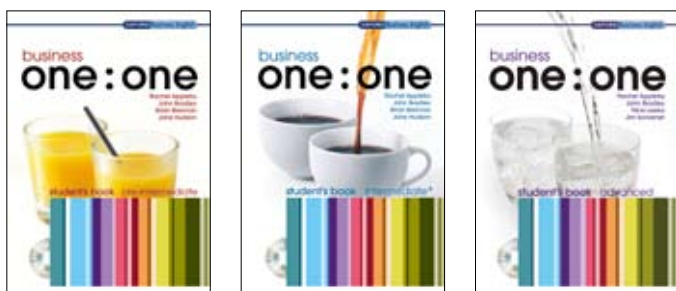
BEGINNER TO PRE-INTERMEDIATE (A1–A2)

ROGER BARNARD, JEFF CADY, ANGELA BUCKINGHAM, MICHAEL DUCKWORTH, AND GRANT TREW

Now at three levels, this popular American and international English course for in-work students has been updated and redesigned for its third edition. Levels 1 and 2 also include 20 pages of TOEIC® practice.

- Transparent new design – easy to use.
- Flexible modular structure.
- Language that helps students communicate confidently at work.
- Student Book Audio CD with all the listenings, and a link to an online TOEIC® practice test at oxfordenglishtesting.com.
- Twenty pages of TOEIC® practice in levels 1 and 2.
- MultiROM with audio and link to oxfordenglishtesting.com

See also **Tactics for TOEIC®** page 63



Business one:one

PRE-INTERMEDIATE TO ADVANCED (MID A2–C1)

RACHEL APPLEBY, JOHN BRADLEY, BRIAN BRENNAN, JANE HUDSON, NINA LEEKE, AND JIM SCRIVENER

The first business course written specifically for one-to-one teaching.

- Learner-centred syllabus helps students and teachers work together to build a customized course.
- Short lessons with communicative tasks mean students use new language immediately – ideal for business situations.
- Flexible, non-linear structure gives students freedom within each lesson so they can choose what they want to learn.
- Fully-integrated MultiROM includes extra listening material, email practice, interactive grammar exercises, and language tests for additional study between classes.
- Lesson Record means students can record useful new language for their own reference.



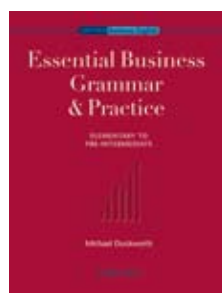
Business Grammar & Practice

INTERMEDIATE TO UPPER-INTERMEDIATE

MICHAEL DUCKWORTH

A grammar reference for professional adults, for self-study, or extra classroom practice.

- Detailed explanations of the key grammar areas for business, illustrated by contextualized examples.
- Practice activities focusing on accuracy and based on language contexts relevant to the professional learner.
- End-of-section progress tests.



Essential Business Grammar & Practice

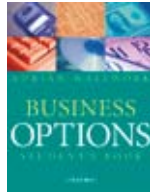
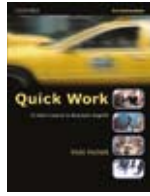
ELEMENTARY TO PRE-INTERMEDIATE

MICHAEL DUCKWORTH

A grammar reference for lower-level professional learners, for self-study or extra classroom practice.

- Clear explanations and examples of key grammar relevant to lower-level business learners.
- Practice activities based on authentic contexts.
- Opportunities for personalization in each unit.

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