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english for business communication it is a practical teaching and learning handbook for students who take english laboratory course in the third

semester the materials in this handbook are designed to concentrate on english language used in workplace and business all of these materials are devided into six units and two review sections on structure and listening where each unit is presented through various and blended tasks that involve these following activities

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this essential guide examines course planning as an end to end process from learners needs through to assessment taking into account both the broader issues and the practical details at every stage areas covered include effective needs analysis using the cefr as a resource for course planning writing scenarios for classroom teaching and assessment triangulating course objectives materials and learners goals key terminology extra resources are available on the website oup.com/elt/teacher/lcp brian north is a co author of the cefr and of its companion volume and was chair of eaquals from 2005 to 2010 mila angelova is the academic vice chair of eaquals and head director of studies at avo language and examination centre in sofia elzbieta jarosz is a member of the eaquals certification panel and is the academic director of gama college in krakow richard rossner is a co founder of eaquals and a co author of the european profiling grid and the eaquals framework

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