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Lansford Leila R. Smith Jon Naunton Eric H. Glendinning Robin Walker Robin Walker Dr. R. Krishnamurthi, Ph.D., Leila R. Smith Leila R. Smith Leila R. Smith David Bonamy Robin Walker Sam McCarter Alison Pohl

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a new up to date course where students learn what they need to know for a career in commerce tourism nursing or technology

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many have lost many opportunities because of their inability to speak and write in english people have skills in their functional areas but they lack the skills to communicate in english this book is for middle level executives and students to help them speak confidently and write convincingly it contains assessments practice tests tools and techniques to overcome barriers and speak confidently and write convincingly it will help them use the existing opportunities and create many opportunities to excel it is also a resourceful resource for anyone who wants to refresh their english learning a language demands motivation this book will help the readers stay motivated workplace related positive examples make the book more relevant communicate contribute captivate

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technology is a course for pre work students studying on information technology related courses who will need to communicate accurately in english at work this resource is written for pre work students studying at pre intermediate to intermediate level who will need to use english in work situations this resource 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 each unit includes grammar tests and communication activities a student book teacher book and class cd is included in the set table of contents technology and society studying technology design technology in sport appropriate technology crime fighting and security manufacturing transport high living skyscrapers medical technology personal entertainment information technology telecommunications careers in technology the future of technology

authentic and up to date information in every course written and checked by industry insiders clear and straightforward structure with each unit containing a menu of learning outcomes and an end of unit checklist with can do tick boxes teaches english in context so students practise the language and skills they need for the job in real work situations real world profiles from genuine professionals in the it s my job section offer authentic and engaging insights into the industry extra facts figures quotations and specialist terminology included in the top margin of unit pages additional activities and tests in the teacher s resource book make the course suitable for mixed ability classes the teacher s resource book provides specialist background to the industry for every unit as well as industry tips to support non expert teachers project work in the student s book additional activities on the student s website and a key words list of essential vocabulary at the end of every unit provide extra opportunities for revision

a new up to date course where students learn the english they need for a career in commerce tourism nursing or technology oxford english for careers is a series which prepares pre work students for starting their career everything in each student s book is vocation specific which means students get the language information and skills they need to help them get a job in their chosen career the complete series willcover commerce tourism nursing and technology at pre intermediate and intermediate levels

technology 2 is a course for pre work students studying on information technology related courses who will need to communicate accurately in english at work this resource is written for pre work students studying at pre intermediate to intermediate level who will need to use english in work situations this resource 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 each unit includes grammar tests and communication activities a student book teacher book and class cd is included in the set table of contents ways in to technology food and agriculture bridges and tunnels plastics alternative energy aeronautics future homes mass transportation petroleum engineering environmental engineering robotics household technology defence technology electronics career development

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