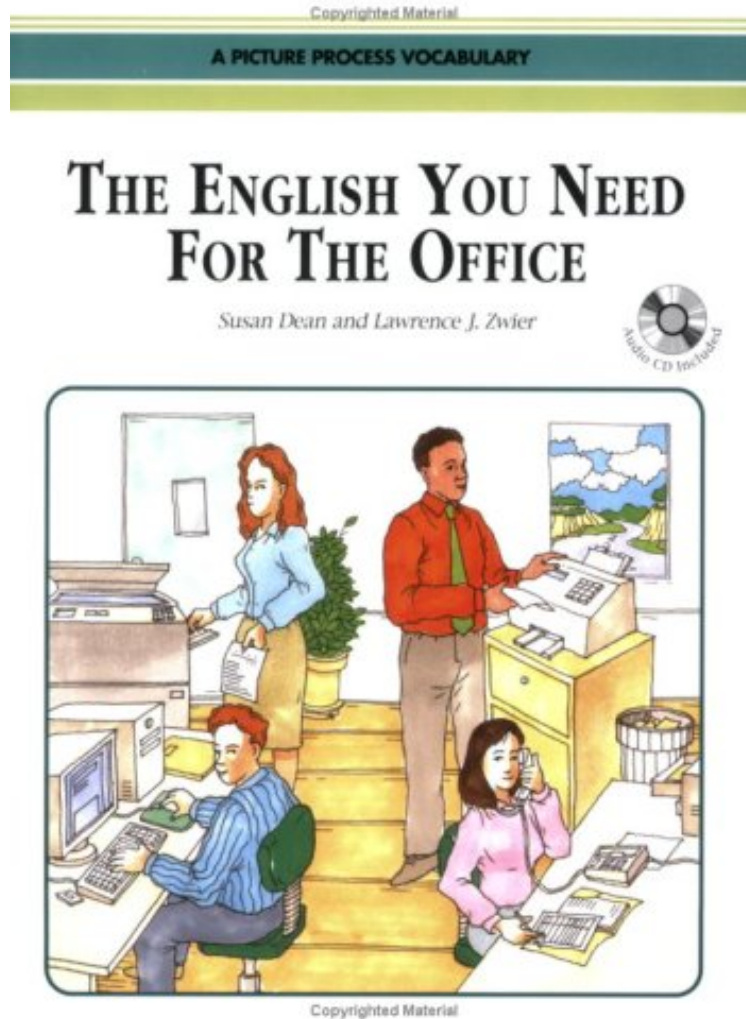


(Download ebook) The English You Need for the Office, Student Book w/Audio CD, A Picture Process Dictionary

The English You Need for the Office, Student Book w/Audio CD, A Picture Process Dictionary

Susan Dean, Lawrence J. Zwier
ebooks | Download PDF | *ePub | DOC | audiobook



[Download](#)

[Read Online](#)

#1955262 in Books 2003-12-01Original language:FrenchPDF # 1Binding: Perfect Paperback120 pages | File size: 73.Mb

Susan Dean, Lawrence J. Zwier : The English You Need for the Office, Student Book w/Audio CD, A Picture Process Dictionary before purchasing it in order to gage whether or not it would be worth my time, and all praised The English You Need for the Office, Student Book w/Audio CD, A Picture Process Dictionary:

The English You Need for the Office is the first book of a two-part series covering the essential vocabulary of the office for the general staff. The second book (The English You Need for Business) covers the vocabulary essential for executives and outside the office. The English You Need for the Office introduces vocabulary for talking about daily processes in an office via a lively and flexible presentation. Suitable for in class and for self-study, the text's picture process format helps students learn the English needed for the office efficiently and effectively. Available separately, the Multi-skills Activity Book plus audio CD is an ideal complement to the main text and exercises listening, reading, comprehension and picture association skills on a chapter by chapter basis. The most important vocabulary is exercised in detail. Key Features - 56 color chapters - Basic vocabulary topics include using a copying machine, sending a fax, making telephone calls and office safety - Key vocabulary sideboards in every unit - Detailed index for every key term with usage notes - Appendices cover conversions, common world currencies and irregular verb tables - Free audio CD includes key vocabulary and chapter by chapter conversation practice - Separate Multi-skills Activity Book to complement the main text