

Spis treści



English for Business Communication Skills

Dowiedz się więcej na www.ksiegarnia.beck.pl

SPIS TREŚCI

Wstęp	5
CHAPTER 1	
WORK AT FULL STRETCH: Pulling your weight	7
1.1. Projects underway	9
1.2. Modern office environment	13
1.3. Management styles	17
1.4. Office jargon	21
CHAPTER 2	
CAREER DEVELOPMENT: Learning the ropes	27
2.1. Remuneration package	29
2.2. Work and life balance	33
2.3. Knowledge, skills and experience	37
2.4. Effective teamwork	40
CHAPTER 3	
BUSINESS MEETINGS: Covering a lot of ground	43
3.1. Business meetings – vocabulary overview	45
3.2. Business meetings – introduction	47
3.3. Business meetings – from start to end	52
CHAPTER 4	
PRESENTATIONS AT WORK: Going with the flow	63
4.1. Presentations at work – vocabulary overview	65
4.2. Presentations at work – introduction	67
4.3. Presentations at work – from start to end	71
4.4. Presentations at work – trends and statistics	80
CHAPTER 5	
TELEPHONE EXCHANGES: Touching base with your clients	91
5.1. Telephone exchanges – vocabulary overview	93
5.2. Telephone exchanges – introduction	95
5.3. Telephone exchanges – from start to end	101
CHAPTER 6	
NEGOTIATIONS: Driving a hard bargain	113
6.1. Negotiations – vocabulary overview	115
6.2. Negotiations – introduction	117
6.3. Negotiations – from start to end	124

CHAPTER 7

EMAIL COMMUNICATION: Keeping people in the loop	133
7.1. Email communication – vocabulary overview	135
7.2. Email communication – introduction	137
7.3. Email communication – from start to end	146
Answer key	156
Listening script	166
Notes on sources	182

Przejdź do księgarni →



księgarnia.beck.pl