

Foreword

The book entitled “Business English Readings. Workbook” naturally followed the previous edition “Business English Readings. Handbook”. Naturally, because of two reasons: firstly, during our work on the previous book, we had the impression that we have so many ideas that one volume of a book is not enough to contain them. Secondly, working together independently, but closely we decided that we would be happy to continue our cooperation and put the ideas we had into practice.

All the ideas are the result of our everyday teaching experience, teaching both ESP and general English. All of us have been teaching for many years, and we know the publications market quite well. We also realize that publishers offer a wide variety of books for practice, so one may ask if there is really any need for more Business English books. At the same time, however, we have observed that Poland, after its accession to the structures of EU, has started to do more business internationally, and that more and more entrepreneurs need to talk about business in English.

Teaching both active business people and students preparing to enter the world of business, we are constantly asked for translations or Polish equivalents as well as more Polish background referring to Polish regulations and law. In fact, this meant there was a growing need for a Business English Book deeply rooted in the reality of Polish business. What we offer here then is a book that is feedback from our classroom observations as well as the kind of book that we found to be missing from the market. It covers the same aspects of business activity as “Business English Readings Handbook”, however, this time it does not contain any readings. The lexical and grammatical practice it offers is divided into 14 units referring to practical business-related issues such as banking, legal affairs, taxation and insurance systems. When it comes to more international aspects of business activities, it refers to the Polish presence in EU structures and international trade as well as cross-cultural communication. The book contains many speaking activities suitable both for groups and pairs thus enabling readers to use and practice the vocabulary revised in the unit.

The book is addressed to students of economics, law and management, as well as to business people. It may be used together with the preceding publication or as a separate book. It is suitable for self study, for teaching groups or one to one classes.

Authors