

Professional

BUSINESS

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new for 2010



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SEE ALSO

Oxford Business English Dictionary	PAGE 68
Really Learn 100 Phrasal Verbs for Business	PAGE 75
Test It, Fix It: Business Grammar	
Test It, Fix It: Business Vocabulary	PAGE 75

Express

new TITLES

INTERMEDIATE
B1 TO C1

Simon Campbell, Rebecca Chapman, Sue Ellis, Terence Gerighty, Lothar Gutjahr, Evan Frendo, David Gordon Smith, Sylee Gore, Marion Grussendorf, Marie Kavanagh, Sean Mahoney, Pat Pledger, Rosemary Richey, and Kenneth Thomson

An expanding series of short, specialist English courses for different professions, work skills, and industries.

Each course can be completed in 25-30 hours, so students make progress quickly. Hands-on tasks allow students to use new language immediately.

Ideal either as stand-alone intensive courses, to supplement *International Express Interactive Edition* or any other adult course, or for self-study using the interactive MultiROM.

- 'STARTER' warm-up activities use students' experiences to lead in to each unit topic.
- Tip boxes present key language points, useful phrases, and strategies.
- 'OUTPUT' activities at the end of each unit encourage discussion and immediate practice of the material.
- Interactive MultiROM with every title includes self-study material for students to maximize their learning time in and outside the classroom.

Work skills



English for Emails
English for Meetings
English for Negotiating **new**
English for Presentations
English for Socializing
English for Telephoning

Professions



English for Accounting
English for Customer Care
English for Human Resources
English for Legal Professionals **new**
English for Marketing and Advertising
English for Sales and Purchasing

Industries



English for the Automobile Industry
English for Aviation
English for Cabin Crew **new**
English for the Energy Industry
English for Logistics
English for the Pharmaceutical Industry **new**
English for Telecoms **new**



- ✓ Student's Practice MultiROM with every title
- ✓ Students' website

Express

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978 0 19 457950 6	English for Negotiating Student's Book and MultiROM
978 0 19 457933 9	English for Meetings Student's Book and MultiROM
978 0 19 457936 0	English for Presentations Student's Book and MultiROM
978 0 19 457939 1	English for Socializing Student's Book and MultiROM
978 0 19 457927 8	English for Telephoning Student's Book and MultiROM

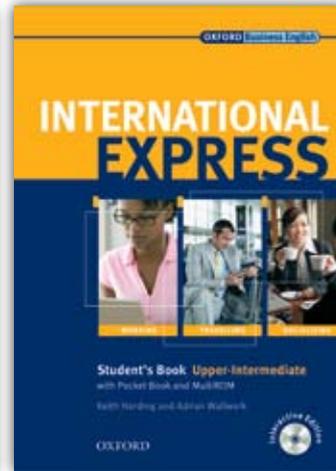
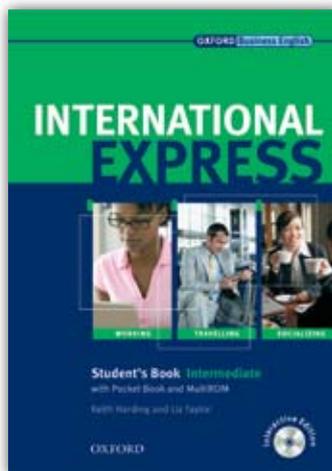
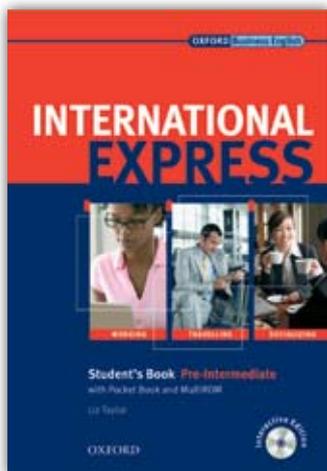
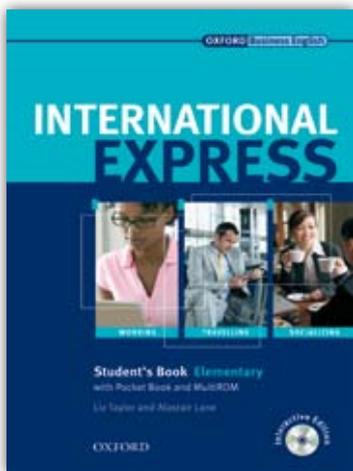
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INDUSTRIES

978 0 19 457900 1	English for the Automobile Industry Student's Book and MultiROM
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978 0 19 457957 5	English for Cabin Crew Student's Book and MultiROM
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Not available in Austria, the Czech Republic, Germany, and Slovakia.



NOW WITH VIDEO

International Express

ELEMENTARY TO UPPER-INTERMEDIATE
A2 TO B2

Liz Taylor, Alastair Lane, Keith Harding, and Adrian Wallwork

International Express has a proven formula that combines general English with business situations, giving students the functional English they need to work, travel, and socialize.

International Express – now with video!

International Express comes with a DVD-ROM which gives students self-study material they can personalize, including an interactive wordbank, and dictation and language practice activities. The DVD-ROM also features video clips which link directly with the Student's Books' topics.

- Lifestyle topics and international contexts reflect the real needs and interests of working adults.
- 'Focus on Functions' sections helps learners to communicate confidently in work-related situations.
- Regular review units and self-study options in the Workbook, Student's Audio CD, DVD-ROM, and handy Pocket Book.
- Extra photocopiable resources in the Teacher's Resource Book.
- Video clips with footage from around the world show professional English being used in a global context.

International Express DVD-ROM

Electronic versions of Student's Book texts help students with revision and recycling, and with the interactive wordbank students can:

- Build their understanding of vocabulary – it shows word types, word stress, definitions, example sentences, and related words.
- Hear how words are pronounced.
- Create personalized testing activities.

new

International Express Video Clips

The International Express Student's Book Pack and Teacher's Resource Book Pack are now available with video material on DVD.

- Topic-related video report per unit in all levels.
- DVD-ROM with interactive practice with every Student's Book Pack.
- Teacher's Resource Book Pack includes a classroom DVD with worksheets.

- ✓ DVD-ROM with Student's Book Pack
- ✓ Personal Audio with Workbook
- ✓ Teacher's Resource Book with DVD
- ✓ Teachers' website

International Express, Interactive Edition

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- 978 0 19 456813 5 Workbook + Student's Audio CD
- 978 0 19 456806 7 Teacher's Resource Book
- 978 0 19 459740 1 Teacher's Resource Book with DVD
- 978 0 19 456804 3 Class Audio CD

PRE-INTERMEDIATE

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- 978 0 19 457498 3 Workbook + Student's Audio CD
- 978 0 19 457477 8 Teacher's Resource Book
- 978 0 19 459741 8 Teacher's Resource Book with DVD
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- 978 0 19 457485 3 Teacher's Resource Book
- 978 0 19 459742 5 Teacher's Resource Book with DVD
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- 978 0 19 455506 7 Class Audio CDs (2)



Business Result

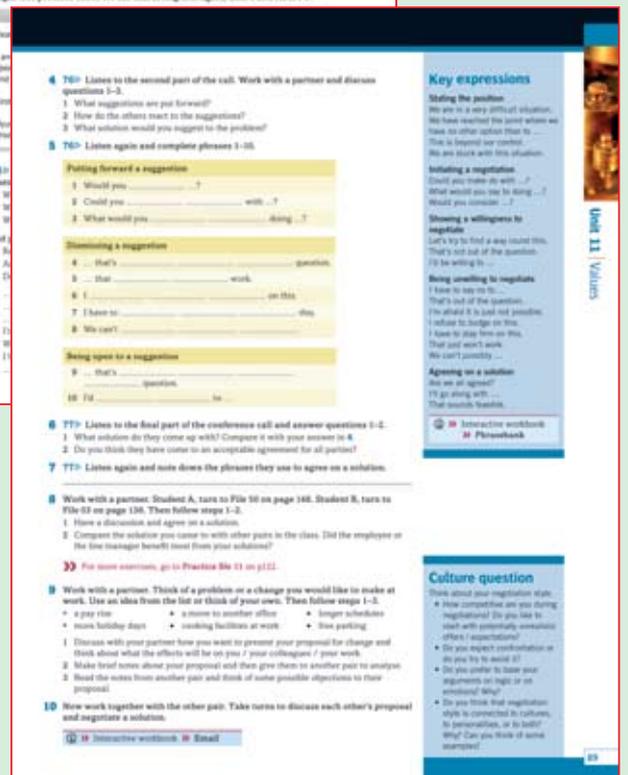
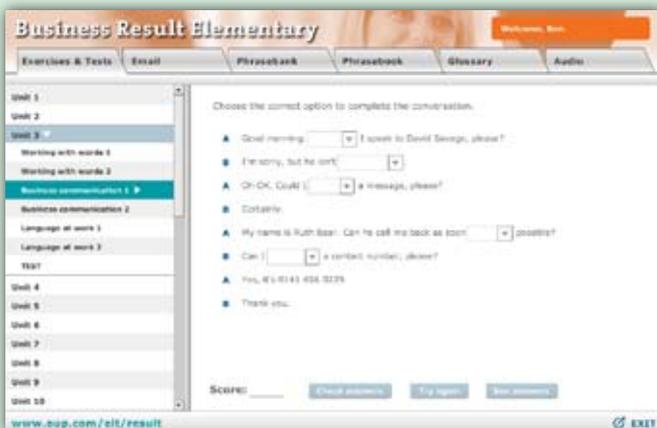
ELEMENTARY TO ADVANCED
A1 TO C1

Kate Baade, Michael Duckworth, David Grant, Christopher Holloway, Jane Hudson, John Hughes, Jon Naunton, Jim Scrivener, and Rebecca Turner

Business English you can take to work today.

With a highly communicative syllabus and interactive multimedia support materials, plus expert tips and advice from one of the world's leading business schools, *Business Result* helps learners develop the skills they need, quickly and effectively.

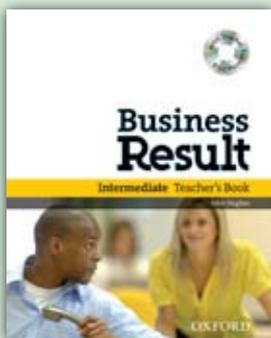
- Communicative syllabus provides pick-up-and-use business skills.
- Real-world case studies deliver authentic insights into key business issues.
- The **Expert View** from Cranfield School of Management offers authoritative business commentary on every case study.
- Interactive Workbook on CD-ROM – included with every Student's Book – gives students a complete self-study resource.
- Teacher Training DVD with every Teacher's Book offers extra support – see page 35.



Reduced sample pages from *Business Result* Advanced Student's Book

Business Result

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Business Result Teacher Training DVD

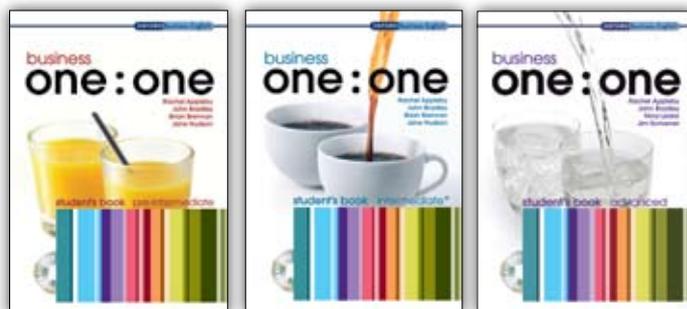
Every *Business Result* Teacher's Book comes with a DVD. It's part of the teacher support package which is designed to help teachers get more from the coursebook in class.

Each *Business Result* DVD:

- Uses extracts from real lessons to show how *Business Result* works in the classroom.
- Demonstrates best-practice business English teaching.
- Offers ideas and advice.
- Includes commentary from *Business Result* authors, teachers, and students.
- Covers three pedagogical business English themes per level.



- ✓ Student's Book audio MP3 files
- ✓ Teacher Training DVD
- ✓ Interactive Workbook on CD-ROM
- ✓ Teachers' website
- ✓ Students' website



Business one:one

PRE-INTERMEDIATE TO ADVANCED
MID A2 TO C1

Rachel Appleby, John Bradley, Brian Brennan, Jane Hudson, Nina Leeke, and Jim Scrivener

The first business course written specifically for one-to-one teaching.

With the innovative 'How to...' menu, students can identify their needs quickly and easily, and teachers can build a personalized syllabus that covers exactly what their student wants.

- Learner-centred syllabus helps students and teachers work together to build a customized course.
- Short lessons with communicative tasks mean students use new language immediately – ideal for business situations.
- Flexible, non-linear structure gives students freedom within each lesson so they can choose what they want to learn.
- Fully-integrated MultiROM includes extra listening material, email practice, interactive grammar exercises, and language tests for additional study between classes.
- Lesson Record means students can record useful new language for their own reference.

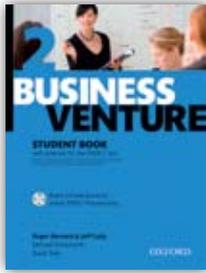
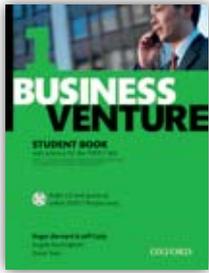
- ✓ Interactive lesson planner
- ✓ Self-study MultiROM
- ✓ Teachers' website
- ✓ Students' website

Business one:one
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SEE ALSO
English Result
Exams Result



PAGE 31 PAGE 45



new

★ AMERICAN ENGLISH

Business Venture

Third Edition

BEGINNER TO PRE-INTERMEDIATE
A1 TO A2

Roger Barnard, Jeff Cady, Angela Buckingham, Michael Duckworth, and Grant Trew

Business Venture, a popular American and international English course for in-work students, has been updated and redesigned for its third edition. Each level now also includes 20 pages of TOEIC® practice.

- Transparent new design – easy to use.
- Flexible modular structure.
- Language that helps students communicate confidently at work.
- Student Book Audio CD with all the listenings, and a link to an online TOEIC® practice test at oxfordenglishtesting.com
- Twenty pages of TOEIC® practice in each level.

✓ TOEIC® practice test online

Business Venture Third Edition

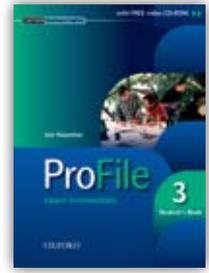
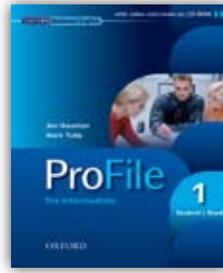
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978 0 19 457809 7 Teacher's Guide

SEE ALSO [Oxford Business English Dictionary](#) PAGE 68
[Really Learn 100 Phrasal Verbs for Business](#) PAGE 75



ProFile

PRE-INTERMEDIATE TO UPPER-INTERMEDIATE
MID A2 TO B2

Jon Naunton, Mark Tulip, and John Hughes

ProFile helps students communicate with people across departments and across industry sectors.

ProFile has more grammar, more recycling, more writing, and more careful grading of language than most business English courses, plus:

- Clear introduction to business topics for teachers and students.
- Teaches students specialist business vocabulary.
- Complete commercial writing syllabus.
- Case studies help students recycle new language and develop their understanding of business areas.
- Video interviews introduce students to people across different jobs and industries.

The ProFile Video CD-ROM

Each Student's Book comes with a CD-ROM featuring video interviews with **real** people, (not actors), talking about their jobs in the language they use every day. The CD-ROM is supported by dedicated self-study pages in the Student's Book.

All the video interviews from each level are also available in DVD or VHS format.

- ✓ Video CD-ROM with every Student's Book
- ✓ E-lessons at www.oup.com/elt/teacher/profile
- ✓ Teachers' website
- ✓ Students' website

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Audio cassettes for this title are still available. Please contact your local OUP office, or see the online catalogue.

ALSO AVAILABLE
ProFile Videos 1-3
For further information see the online catalogue www.oup.com/elt

Business Grammar & Practice

INTERMEDIATE TO UPPER-INTERMEDIATE

Michael Duckworth

A grammar reference for professional adults, for self-study, or extra classroom practice.

- Detailed explanations of the key grammar areas, illustrated by contextualized examples.
- Practice activities focusing on accuracy and based on language contexts relevant to the professional learner.
- End-of-section progress tests.

978 0 19 457079 4 Business Grammar & Practice



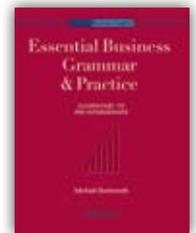
Essential Business Grammar & Practice

ELEMENTARY TO PRE-INTERMEDIATE

Michael Duckworth

Essential Business Grammar & Practice provides clear explanations and examples of key grammar relevant to lower-level learners, with practice activities based on authentic contexts and opportunities for personalization in each unit.

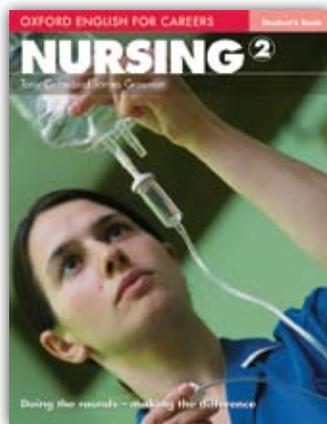
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OXFORD ENGLISH FOR CAREERS

PRE-INTERMEDIATE, INTERMEDIATE, AND UPPER-INTERMEDIATE
MID A2 TO B2

Eric H. Glendinning, James Greenan, Tony Grice, Keith Harding, Martyn Hobbs, Alison Pohl, Julia Starr Keddle, and Robin Walker



A new, up-to-date course where students learn the English they need for a career in commerce, tourism, nursing, medicine, 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 series covers *Commerce*, *Tourism*, *Nursing*, and *Technology* at Pre-Intermediate and Intermediate levels. New levels include *Tourism 3* Upper-Intermediate for tourism management and *Technology 2*, plus the completely new *Medicine* course (see panel for more information).

For the student

- Career-specific grammar, vocabulary, and skills practice.
- Language practice in real work situations.
- 'It's my job' – real people talking about their work.
- Online interactive exercises for revising and recycling language at www.oup.com/elt/oe/c

For the teacher

- Teacher's Resource Book with background information on the industry to help you teach with confidence.
- Additional activities and tests for extra practice and support.



- ✓ Teachers' resources website
- ✓ Students' online practice website

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Medicine 2 new

ADVANCED
C1

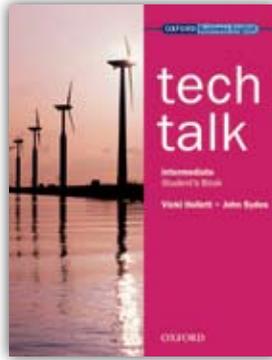
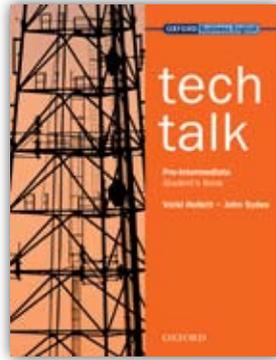
Sam McCarter

All the language you need for ward or clinic.

Written for medical students, doctors, and advanced nurses who want to work in English-speaking countries, *Medicine 2* is designed to help them communicate accurately in English with patients and colleagues.



- Specialist medical terminology for effective communication with colleagues.
- An extra emphasis on patient care so doctors can learn and practise what to say in different situations.
- Authentic examples from the *Oxford Handbooks* series, with particular reference to the *Oxford Handbook of Clinical Medicine* – the world's best-selling medical handbook.



**new
LEVEL**

Tech Talk

Practical communication for the international workplace

ELEMENTARY, PRE-INTERMEDIATE, AND INTERMEDIATE

Vicki Hollett and John Sydes

A course for adult learners in the technical, industrial, and scientific sectors, who need English for everyday workplace communication.

- Simple, needs-related grammar presented on a need-to-know basis, to help learners start communicating immediately.
- Vocabulary relevant to practical work situations.
- Short, interactive speaking tasks enable learners to use new language in hands-on contexts such as explaining purpose and giving instructions.
- Real help in telephoning, socializing, and reading technical information.
- Survival skills such as getting directions, changing money, and ordering food, plus games and other fun activities.



Tech Talk

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978 0 19 457454 9 Teacher's Book	978 0 19 457459 4 Teacher's Book	978 0 19 457543 0 Teacher's Book
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978 0 19 457456 3 Class Audio CD	978 0 19 457461 7 Class Audio CD	978 0 19 457545 4 Class Audio CD

Audio cassettes for Elementary and Pre-Intermediate are still available. Please contact your local OUP office, or see the online catalogue.

Highly Recommended

English for the Hotel and Catering Industry

PRE-INTERMEDIATE TO INTERMEDIATE

Trish Stott, Rod Revell and Alison Pohl

Highly Recommended gives trainees in the hotel and catering industry simple, practical language for dealing with customers and colleagues in a variety of situations, from taking reservations to giving explanations and instructions.

- A strong focus on communication skills.
- Topics and activities for real-life situations.
- More listening practice from topic-based dialogues.

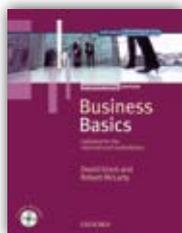
Highly Recommended 1 will have new covers from February 2010. The content of the books and the ISBNs remain the same.

Highly Recommended 1

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Highly Recommended 2

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Business Basics

International Edition

ELEMENTARY
A2

David Grant and Robert McLarty

An international version of the very popular *Business Basics* (new edition) for learners working in an international environment or who need to use North American English.



Business Objectives

International Edition

LOWER-INTERMEDIATE
LOW TO MID B1

Vicki Hollett

An international edition of the best-selling *Business Objectives*, which has new, up-to-date content as well as a fresh, contemporary design. Ideal for learners who work in an international environment or who need to use North American English.

Business Basics and *Business Objectives* both:

- Retain the organization and key features of the original editions, including the systematic coverage of basic language structures and skills, combining these with new contexts, exercises, listening material, and communication activities using North American English.
- Include new contexts focusing on a wide range of international organizations and individuals, providing up-to-date content and a less Anglo-centric approach.
- Feature new audio recordings with predominantly North American voices, but include a wide range of non-native accents.
- Include a MultiROM with the Student's Book with extra language practice and extra listening.

Business Basics International Edition

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Clockwise

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ADVANCED

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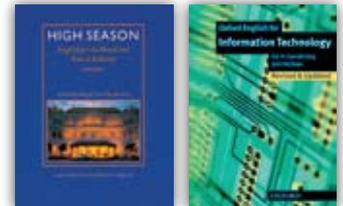
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