TOTAL BUSINESS 3

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Paul Dummett with Colin Benn
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Total Business 3 is the highest level of a three-level series of business coursebooks. Like others in the series, it contains twelve core modules, each with three strands. The main strand Business Topics covers grammar, vocabulary and language skills. Topics include management, innovation and culture. The other two strands are Business Skills such as presenting and telephoning and Learning Strategies including note-taking and proofreading. Many of the topics such as 'corporate social responsibility' are interesting; there is a nice quiz on doing business in China, and a fascinating text on organisational culture. Some activities will be familiar to business English teachers, such as 'management qualities' and discussing globalisation. Recommended.