A new three-level business English course

*Total Business* is a three-level business English course for pre-work students and business people wishing to improve their English and their employment prospects. It is also suitable for in-company training.

The core lessons offer:

- Modern, business-related topics to engage students and involve them in the practice of everyday business
- An integrated grammar syllabus offering extensive functional practice
- Varied activities and learner strategies to motivate and support students in their studies

Each *Student’s Book* contains twelve modules divided into the core lessons of *Business topic, Business skills and Learning strategies*. This modular division of material makes it flexible to the needs and requirements of each class. The Class CD is packaged in the back of the book.

The *Workbooks* (with answer key) feature stimulating input texts and motivating activities which consolidate and extend the topics and skills presented in the Student’s Books. They also provide further business practice.

The comprehensive *Teacher’s Books* contain:

- Reduced Student’s Book spreads for easy reference as you teach
- Step-by-step teaching notes and answers
- Listening scripts
- Suggestions for alternative activities
- Twenty-four photocopiable activities and teaching notes

The *Class CDs* (also packaged in the Student’s Book) contain all the listening material. Activities include: dialogues, interviews, reports, case studies and telecommunication texts.

Total *Business* - providing a complete package for the world of work
Dele, for example, where to tour the potential for bands to Advertising

1 To make contacts

13 Presenting your company

12 Listening: Reading messages

13 Listening: Short messages

2 1 Company benefits

11 Vocabulary: Benefits and incentives

14 Writing: Taking notes and messages

14 Delegating

4 1 Advertising

13 Vocabulary: Types of advertising

11 Listening: Advertising on the web

12 Speaking: A short presentation

12 Reading: Advertising standards

Business Topic Lessons

Module 10

Management

10.1 Reading

1 Listening

2 Listening

14 Speaking - Talking about yourself

13 Listening

12 Speaking

11 Listening

10 Listening

1 Vocabulary

2 Vocabulary

3 Vocabulary

4 Vocabulary

10.1 Vocabulary

10.1 Listening

10.1 Speaking

10.1 Reading

10.1 Writing

10 Vocabulary

10 Listening

10 Speaking

10 Reading

10 Writing

10.1 Vocabulary

10.1 Listening

10.1 Speaking

10.1 Reading

10.1 Writing

10.1 Vocabulary

10.1 Listening

10.1 Speaking

10.1 Reading

10.1 Writing

Vocabulary

Verb + noun combinations

Match the following verb + noun combinations by building a sentence or short text.

1. What difficulties do you think Madonna might have had in the 1980s?

2. What are the main weaknesses of your company?

3. How can you develop your management skills?

4. What has been the impact of the Internet on the music industry?

5. What are the benefits of working from home?

6. What are the challenges of starting a business?

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For further information or to request a sample copy please email: elt.info@cengage.com

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