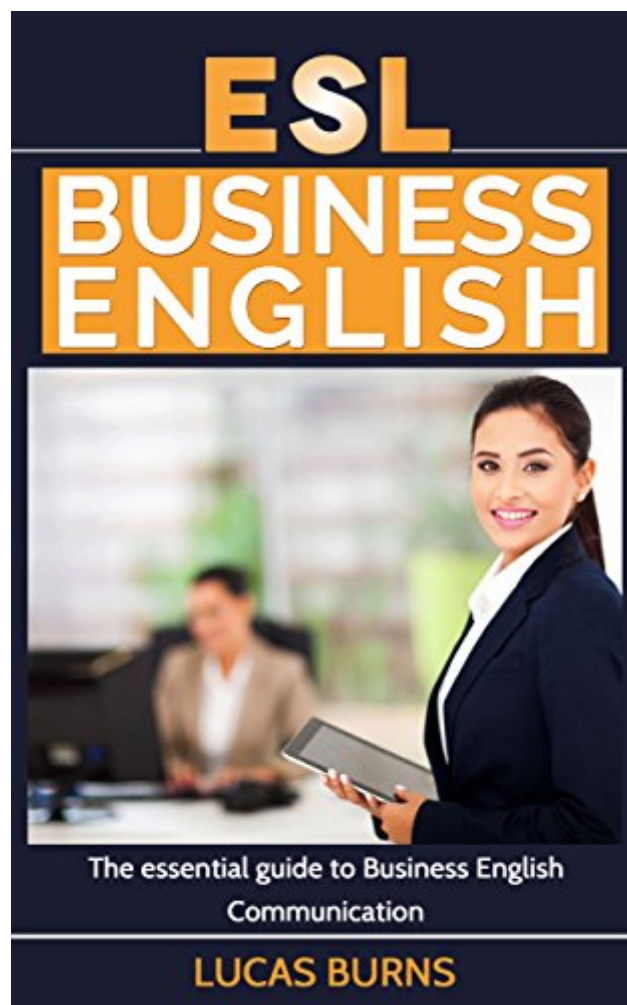


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# ESL Business English: The Essential Guide To Business English Communication (Business English, Business Communication, Business English Guide)





## Synopsis

Discover how to instantly improve your Business English Read on your PC, Mac, smart phone, tablet or Kindle device. In this book you will discover... The essential elements to becoming a highly professional and fluent Business English speaker. Whether English is your second language or you are entering the business world, this book will become an invaluable guide in your career. As business people, we have so many methods and so much information about how to communicate. This book provides and teaches you the exact elements that you need to become a highly effective, proficient and successful communicator. This book will focus your language on professional English. When you follow the lessons in this book, your language will drastically improve, your ability to build networks will increase, you will become more focused, highly productive, highly engaging and will ultimately be able to communicate globally to get better results and build your career. Here is what you will learn in this book.

- How to communicate on the telephone
- How to send business emails, letters and memos
- How to introduce people and business small talk
- How to give formal presentations and speeches
- How to conduct and take part in business meetings
- How to give an amazing job interview
- How to communicate effectively when employed in a company
- How to take control of your money and banking

Plus Bonus Vocabulary lists and much, much more! Download your copy today!

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## Customer Reviews

This book is EXCELLENT! Not only is it the perfect resource for standardizing the language needed to discuss business but, in the process, it also offers some strategies for everything from being hired to being fired. I don't know if this was actually intended, and it certainly wasn't necessary as the content was more than sufficient in and of itself, but it was a nice bonus! Highly recommended.

It is very good book!

The Best.

This is a great resource for anyone related to ESL. I have several employees and English is not their primary language. I will be providing this book for them to learn how to communicate better with our customers. Thank you for the great topics that cover so many aspects of business.

This is a great book for anyone that needs to sharpen their English skills for a business environment. I am currently trying to help a friend who recently moved from China learn English and find a job locally and this book has been a life-saver. It's saved me from having to manually find information online or look at lots of different books. It's very comprehensive, with phrases that are appropriate for a business environment, and even guidance on how to properly use small-talk in business, which even I've found helpful. Solid book.

This is a very small general, mostly common sense, read. It won't help you much and I would recommend a larger more thorough book if you seriously try to learn solid Business English.

Usefull

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