



## Business Reading: B1-C2

By Anne Osborn

HarperCollins Publishers. Paperback. Book Condition: new. BRAND NEW, Business Reading: B1-C2, Anne Osborn, To understand all the documents you come across at work you need to practise reading different kinds of text. This brand new self-study book is the ideal way for business people to refine their reading skills in English. It provides practice reading the kinds of texts that business people come into contact with at work every day, using authentic examples from real business situations. It is aimed particularly at executives who communicate in English frequently or work in foreign or multinational companies. The twenty 4-page units focus on a wide variety of texts, which are useful as a quick-reference guide or for more in depth study and practice: \* Section 1: Emails \* Section 2: Business documents such as agendas, CVs, job descriptions and annual reports \* Section 3: Marketing and advertising, including company websites, brochures and social media such as Twitter \* Section 4: Business media, for example reading newspaper reports, financial news and business blogs \* Each unit contains practice activities and exercises; key vocabulary and phrases and grammar tips, with notes on American English variants \* Includes helpful advice on different reading styles, such...



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