



## Perfect Phrases for ESL Advancing Your Career

By Natalie Gast

McGraw-Hill Education - Europe, United States, 2010. Paperback. Book Condition: New. 201 x 124 mm. Language: English . Brand New Book. This title offers expert help for polishing your English skills for the workplace. You are on an upward career track, but English still may give you a bit of trouble. Do not let language get in your way to success! Perfect Phrases ESL: Advancing Your Career helps you say the right words at the right time in any situation. Author and ESL specialist Natalie Gast introduces you to scenarios, business slang, and other linguistic issues that typical language texts don't go into - for example, the nuances of dealing with conflict, your attitude at work, the written word, and job-seeking skills for a newcomer to the language. Developed for career track professionals in the global workplace who lead meetings, conduct performance evaluations, write management reports, and much more. It includes hundreds of helpful English phrases for everyday communication. Topics of this title include: How To Use This Book; Getting Down To Business; You and Your Attitude at Work; Becoming Indispensable; Time Management; Communication Is the Key; Dealing with Conflicts; The Written Word; Applications, Checks, and Other Forms; E-mails...

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