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By Duckworth, Michael

Oxford University Press, USA, 1995. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: There are 12 free-standing units which cover a range of important topics, such as: Types of accommodation; Dealing with complaints; The business traveller. Each unit contains a balanced variety of listening, speaking, reading, and writing activities. A Language study section in each unit concentrates on the language structures that occur frequently in the context of hotel work. The reading and listening materials are authentic wherever possible and have been put together with the co-operation of a number of hotel chains, independent hotels, and tour operators. The text types vary from formal letters to computerized bills and rooming lists. Key vocabulary is introduced in context through the reading and listening passages, and is developed in Word study sections. The Vocabulary section at the end of each unit consists of a monolingual glossary of important words and expressions.



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