



## Key Business Skills: B1-C1 (Mixed media product)

By Barry Tomalin

HarperCollins Publishers, United Kingdom, 2013. Mixed media product. Book Condition: New. 1st ed.. 246 x 192 mm. Language: English . Brand New Book. Shortlisted at HRH THE DUKE OF EDINBURGH ENGLISH LANGUAGE BOOK AWARDS 2013 Be the best you can be in presentations, meetings, negotiations and networking. Collins Key Business Skills gives you the tools you need to succeed in business if English is not your first language. Written by an expert in business and international communication, Key Business Skills offers professional advice and practice in the following areas: \* presentations \* meetings \* negotiations \* networking Non-native English speaker executives working in international environments need more than Business English. They need the business skills to present, run meetings, negotiate and network in international environments and then master the language needed to use those skills successfully. Key Business Skills follows a unique Business Plus approach, with a focus on business skills and advice plus English language support. It provides activities to develop key skills needed by executives, such as dealing with difficult questions in presentations, intervening successfully in conference calls and meetings, recognizing the signals in a negotiation in English and networking without causing offence. The 24 units include language...



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