

Practice leaves in business English

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20 Brilliant Business English Listening/Speaking Skills Activities

It also requires some creativity.

worksheets

If you decide to copy and modify any of these letters for your own use, make sure you are choosing the right words. Should you do them all or select a few? This vocabulary is important because all jobs require efficient use of time and resources.

Business English: Texts to practice Reading Comprehension

Feel free to modify the exercises however you want. Download: This blog post is available as a convenient and portable PDF that you can take anywhere. Student listen and complete the short conversations for each situation.

Business English Course

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Sample Business Letters

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