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## Workplace English 2: A2

By James Schofield

HarperCollins Publishers. Mixed media product. Book Condition: new. BRAND NEW, Workplace English 2: A2, James Schofield, Do you want to communicate confidently in English at work? Learn English with Tom Field, a project manager at Lowis Engineering. He attends meetings, gives short presentations, participates in video and phone conferences and writes emails for different business situations. In the Workplace English 2 self-study pack you can follow Tom's daily life at his office and learn the English you need for your everyday work. \* Watch or listen to Tom to learn the language of business \* Have fun with practice activities \* Use the key phrases in your own work life Units cover: Giving presentations, Assigning tasks, Teleconferencing, Video conferencing, Emailing, Conducting small talk Twelve videos featuring different business situations Audio includes conversations and exercises Full colour book with 24 units and reference section including: \* key words \* phrases for speaking and writing \* answer key \* audioscript \* grammar reference CEF level: A2 (Pre-intermediate).



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