

24/7 Business English

When it comes to your future and your career, you mean business. You need the power to communicate, to get things done, to move ahead.

24/7 Business English is a unique interactive computer program for those who know English at intermediate level and have specific language needs in their workplace.

24/7 Business English follows a highly engaging approach for all those who want to improve their language skills in real-world business situations. It includes vocabulary used in modern communication media like mobile phones, e-mail and Internet services.

Areas covered:

- Personal introduction
- Foreign travel
- Company organization
- Manufacturing process
- Job descriptions
- Correspondence
- Finance and accounting
- Sales and negotiating
- Marketing new products
- Advertising and sales promotion
- More...



Business English lesson 1 Talking about company structure
unit a Company organisation

Audio Panel
Listening

Listen to six telephone enquiries. Decide which department, section or office service would deal with them.

Enquiry one	<input type="radio"/>	Personnel
Enquiry two	<input type="radio"/>	Warehouse and Despatching
Enquiry three	<input type="radio"/>	Training
Enquiry four	<input type="radio"/>	Sick Bay
Enquiry five	<input type="radio"/>	Office Services
Enquiry six	<input type="radio"/>	Purchasing
		Sales
		Wages and Salaries
		Advertising
		Accounts
		Finance <input checked="" type="checkbox"/>