
ACKNOWLEDGEMENTS

WHO IS IT FOR?

This book is a collage of English lessons held at intermediate/upper-intermediate levels. It aims to help and enable non-native speakers of English to use English successfully during meetings and negotiations and within professional fields. Each chapter provides vocabulary, readings and speaking exercises along with writing. The present book therefore helps to prepare those who will use English in their professional career by giving them a better hands on approach with the use of English. It can be used on its own as part of an intensive course or with a text book to provide back-up material.

WHAT IS IT FOR?

The aim is to improve the user's ability to understand and use English grammar and vocabulary, along with expressions, in a business context. Accuracy and precision are essential as errors always give the wrong impression. In business, accuracy is particularly important as misunderstandings lead to inefficiency and can be costly in wasted time, effort and money.

For the non-native user of English, communicating effectively is no easy matter. English as an international means of business is a must, nowadays. The Author trusts that this book will help all those in the business/legal/negotiating field to be better prepared, more self-secure with the language barrier and finally break the ice with English!

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