



More Work in Progress : Workbook

By Madeleine du Vivier

Longman Group, 1998. Softcover. Book Condition: Neu. Neu Schnelle Lieferung, Kartonverpackung. Abzugsfähige Rechnung. Bei Mehrfachbestellung werden die Versandkosten anteilig erstattet. - Based on extensive observation of personnel in real companies, this series is designed for students who are working or intend to work in a secretarial, administrative or clerical environment. Building confidence through authentic tasks, the two-stage series trains students to be effective communicators in the workplace. It also provides students with a solid grammar and vocabulary base, with language items clearly presented and practiced throughout. Grammar backups, "Wordfiles" and "Phrasebook" entries provide an ataglance reminder of key gramamr, vobaculary and functional language. The workbook contains additional activities for use either in the classroom or for self-study. 52 pp. Englisch.



Reviews

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