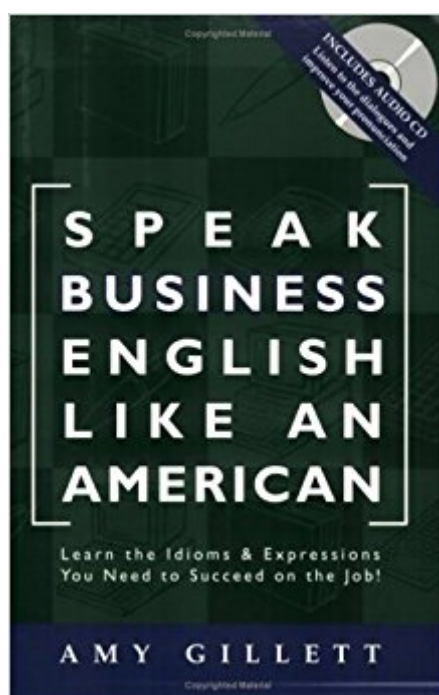


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# Speak Business English Like An American: Learn The Idioms & Expressions You Need To Succeed On The Job! (Book & Audio CD)



## Synopsis

Speak Business English Like an American is the bestselling book & audio CD set designed to help you succeed on the job -- whatever you're doing, wherever you're working. The set is great for self-study, with dozens of helpful exercises to reinforce the material. It's also a wonderful supplemental text that's in use in universities across the USA. American English speakers use many phrases and expressions on the job. If you don't know these expressions, you are left out of the conversation. This book & CD will help you speak business English like an American ... quickly and confidently. Once you have the knack, no one can take it away from you. With this book and CD, your career will benefit for years to come. You will learn the idioms & expressions that you hear at work. What do your colleagues and coworkers, your customers or clients really mean? How can you use these expressions too? Language is always changing and business English changes especially fast. That's why we've explained the most up-to-date expressions -- today's business English. Now you will be able to use these expressions, too. People will marvel at your command of English.

## Book Information

Paperback: 200 pages

Publisher: Language Success Press; 4th edition (2014)

Language: English

ISBN-10: 0972530061

ISBN-13: 978-0972530064

Product Dimensions: 0.5 x 6 x 8.8 inches

Shipping Weight: 11.2 ounces (View shipping rates and policies)

Average Customer Review: 4.2 out of 5 stars 44 customer reviews

Best Sellers Rank: #116,278 in Books (See Top 100 in Books) #145 in Books > Reference > Words, Language & Grammar > Vocabulary, Slang & Word Lists > Vocabulary #673 in Books > Reference > English as a Second Language #14525 in Books > Business & Money

## Customer Reviews

Enhanced with the addition of an audio CD, Speak Business Like An American is the ultimate instructive guide to the hundreds of expressions and idioms heard at the workplace daily. Amy Gillett provides the language student wanting to gain fluency in doing business in the American marketplace with consistent, easy to use constructs that are accurate, appropriate, and effective. Speak Business English Like An American is very highly recommended for those new to the

business workplace and in need of being able to communicate fluently in standard American English. --Midwest Book Review, March 2006

Be more effective on the job! Communicate like a native speaker of English! American English speakers use many phrases and expressions on the job. If you don't know these expressions, you're left out of the conversation. You're out of it ... and nothing makes you feel so like a foreigner. This book & CD will help you speak business English like an American; quickly and confidently. Once you have the knack, no one can take it away from you. With this book and CD, your career will benefit for years to come. You'll learn the idioms & expressions that you hear at work. What do your colleagues and coworkers, your customers or clients really mean? How can you use these expressions too? Language is always changing and business English changes especially fast. That's why we've explained the most up-to-date expressions; today's business English. Now you'll be able to use these expressions, too. People will marvel at your command of English. In this deluxe book & CD set, you'll find: - Over 350 of today's most common American English business idioms & expressions - Dozens of exercises to help you master the material complete with answer key so you can correct yourself; instantly. No wondering if you were wrong! - 30 everyday conversations on topics like how to run a meeting ... how to discuss a difficult decision ... how to conduct a performance review ... and many more business situations. - Multiple usage examples of each idiom or phrase - Illustrations of many of the idioms; what a great way to remember them! - An audio CD with the voices of eight native speakers of American English

I've used this book with several of my students for the past several years. They all enjoy it and feel that a lot of the situations mirror their experience in the workplace and that it is fun learning what the idioms that their coworkers throw around actually mean. We get a laugh out of how they misinterpret the meanings. Of course, not all meet the expectations, but many of them adapt key phrases and use them when they can, surprising their colleagues when they go back home to their home countries.

Although many of the idioms and expressions Ms. Gillett brings to the page are typical in non-business usage, the huge number of idioms and expressions related to American business English (as opposed to British business English--in some cases they are quite different!) is an asset to any student of this subject. The contents are grouped in chapters by common subject, e.g.

Discussing a New Ad Campaign, Motivating A Co-Worker, and Conducting a Performance Review. Learning new idioms and expressions is made simple by an easy-to-read dialog that demonstrates (and can be used with a partner) the usage of each idiom, and then is followed by self- or partner-checked and review. The accompanying CD clarifies pronunciation, rhythm, and intonation. I highly recommend this text to all--native or non-native speakers of English--who want to fast-track themselves into usage of the American business vernacular. My qualifications to review this book? I teach this subject, among others, at UCSC Extension.

As an avid student of the English language, I find this book engaging -- perhaps, too quick of a read; I breezed through it in no time. If you are a nonnative speaker, concerned with fluency, bent on fine-tuning your speaking ability, then this could be a good starting point to begin with. The expressions in context on a CD are extremely useful. A great tool to practice your listening comprehension. Some of the idioms might be hackneyed, but the author walks the extra mile explaining herself; in fact, you'll find some interesting details on the origin of a few expressions. The exercises are a plus: they seem realistic enough to be likable. And the repetition will reaffirm many about the rarely-heard idioms, found only in certain context. A well-presented book--could have been a little more encompassing--again, maybe a bit assuming, but one that won't disappoint you.

I teach ESL to students of various needs. I purchased this book in hope of helping my student learn English in business related topics, however I didn't find it helpful as a teaching resource. My student does enjoy it and has been working on the exercises in it regularly. I gifted the book to him and would recommend it to anyone who wants to learn American idioms on their own.

Essential reading for any office professional.

This is a great resource for anyone looking to add some fun practice using idioms and American slang expressions in business! I also enjoy the exercises at the end of each chapter for extra practice. Good value. Plus, unlike some of books of this nature, it comes with the DVD/CD. That's what makes it much more reasonable than some others.

The explanations are really good and the conversations a bit contrived to get the slang words in. Overall a good resource book to teach slang. We use it in our regular classes and TESOL Voyages teacher training.

Good deal for price and quality, shipping is on time, I love to listen to the CD during my driving and reading the book in my bed. I'm glad I choose this book and CD, that help improve my English listening and speaking.

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