



More Work in Progress

By Jocelyn Potter Andy Hopkins

Longman Group, 1998. Softcover, DIN A4. 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 at-aglance reminder of key gramamr, vobaculary and functional language. 144 pp. Englisch.



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