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English for Business

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SMALL TALK

Deborah Capras

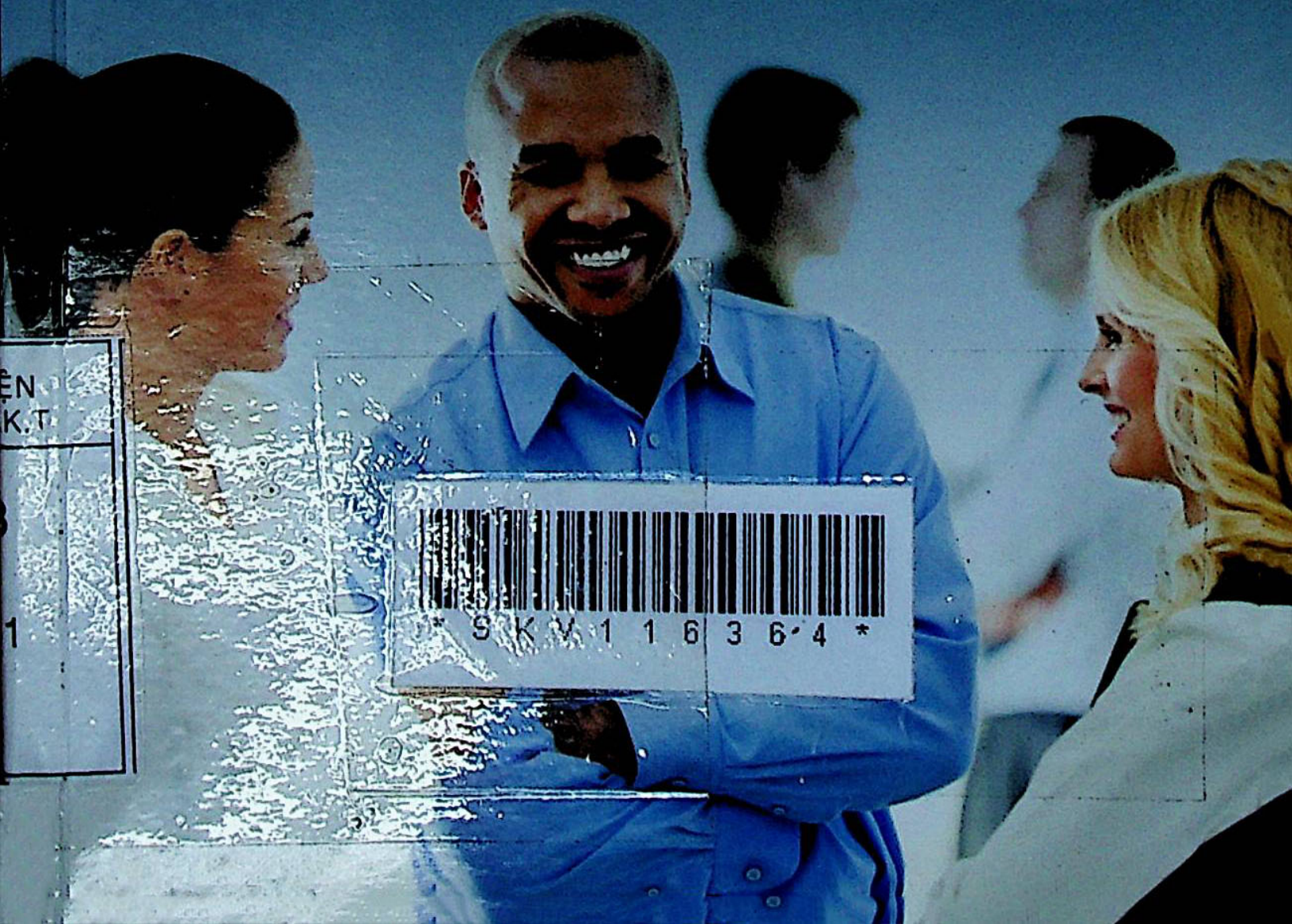
*Build better business relationships
through successful conversations*

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NHÀ XUẤT BẢN TỔNG HỢP
THÀNH PHỐ HỒ CHÍ MINH



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**NHÀ XUẤT BẢN TỔNG HỢP
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SMALL TALK

CEFR level: B1+
Intermediate+

Give learners the confidence to start a conversation, plus:

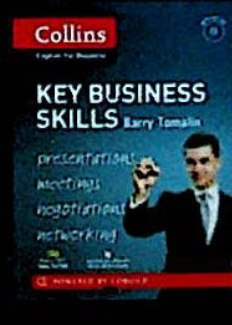
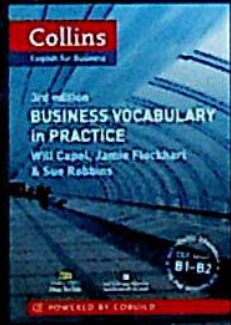
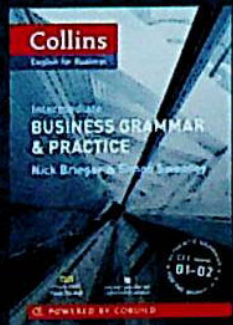
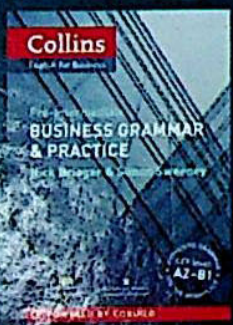
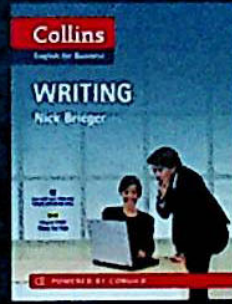
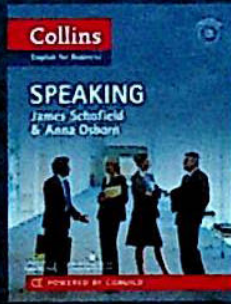
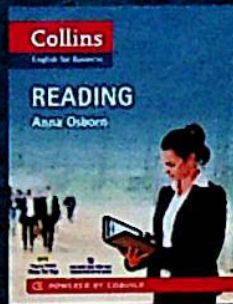
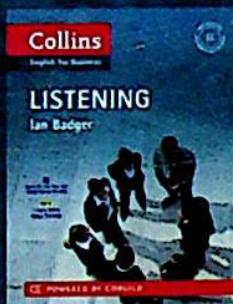
- create a good first impression
- make guests feel welcome
- move the conversation to business
- maintain good relationships through email and social media.

Sixteen chapters provide materials for 16–20 hours of study.
The book can be used in class or for self-study.

Chapters contain the key phrases learners need, introduced through dialogues with online audio to practise pronunciation, plus self-awareness quizzes and useful advice.

Go to www.collinselt.com/businessresources for real-life audio.

ALSO AVAILABLE in the *Collins English for Business* range:



Use the COBUILD Learner's Dictionary
at www.collinsdictionary.com/cobuild

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