

## Communicative English Textbooks Online

Article Auxiliary Verbs Modals Tenses Active and Passive Voice Infinitives and Gerunds Prepositions Adverbs Instructions/Imperatives

This is the first Korean-language textbook being made available in decades, with such comprehensiveness and thoroughness. Designed upon the latest language teaching/learning approach, Functional Korean will enable the English-speaking learner to develop skills and strategies for manipulating the Korean language system spontaneously and flexibly and to express his/her intended messages and meaning effectively in hundreds of real-life situations. There are ample cultural notes and illustrations, which will make the learning experience entertaining as well as instructive. Accompanying the regular lesson units are useful "resource" units dealing with the Korean sounds and Han-gul, numbers, telephone, Chinese characters, and others.

**DON'T LET YOUR BUSINESS ENGLISH SKILLS HOLD YOU BACK IN YOUR CAREER! INCLUDES FREE ACCESS TO HUNDREDS OF BUSINESS ENGLISH & BUSINESS COMMUNICATION RESOURCES! (SEE BACK OF BOOK FOR DETAILS)"Business English Communication: Advanced Skills (c). Master English for Business & Professional Purposes. How to Communicate at Work +700 Online Business English Resources. Business English Originals (c)"Master the art of business English communication to improve your influence and results NOW. Successful business English communication is as much about reaching your personal goals as it is about helping others. It's give and take, happy mediums, win-win, all that and more. Learn to: - Structure your written and spoken messages and create a conversation that leads your reader into wanting to take the action you want. - Come across as smarter, more confident, and more capable at work. - Condition yourself to succeed with one of the most important skills you can learn- business communication - Establish and maintain trust to connect with your colleagues, clients, partners and superiors. - Save time when it comes to writing, by maintaining clear objectives and organization. - Prevent conflict and stress by making your points and intentions clear and honest, but at the same time diplomatic. Grab the lessons in this book, apply them to your business speaking and writing and succeed!**Professional Etiquette & Secret Business English Tactics for Communicating at WorkBusiness English Communication: Advanced Skills (c) is a professional Business English etiquette guide for speaking & writing at work. Master better Business English and business writing with high-level business skills for successful communication at work. Topics Covered in this Business English Book: Business Communication Business English (English for Business & Business English ESL)Business English WritingCommunication Skills Business letters Report writing Email writing Business EtiquetteCommunicating with confidence is a skill, which means anyone can develop it. It just takes patience and a willingness to learn from mistakes. It comes down to practice, practice and more practice. No magic, no Ouija boards, and no praying to the sky. Just practice and willingness to not judge yourself, so that you can adapt and learn. There's no perfect report or presentation, because it's completely subjective. Instead, communication is a journey of constant learning and improvement. Forget any possible hang-ups you may have before you read another word of this book. Make a promise to yourself that you will practice, make mistakes, adapt and learn. This is what it's all about. If you're ready, let's start! The whole point of this book is to help you improve your written and spoken communication in business and professional settings. Review any sections that you feel you need to and use them as a starting point for further research and practice.

Evan's knowledge, gained through multiple qualifications and years of teaching and marking experience, has enabled him to write a manual easy to follow, with simple and practical examples throughout. Designed for the ESL and native English speaker alike, this textbook proves a necessary resource for anyone wishing to perfect their English language skills.

This book is the outcome of an English Language Teaching Project undertaken by the Department of English, University of Poona, as part of a collaborative programme between the governments of India and the UK. This textbook has been prepared specifically to develop the communicative competence of commerce students. Some of the guiding principles of this textbook have been the use of language for achieving communication tasks, emphasising student initiative and interaction, making students aware of variation in language use, and concentrating on appropriacy and fluency.

English, as we know, has assumed a unique place in international communication. The ability to communicate effectively through English is a skill, acquired through practice backed up by knowledge of theoretical principles as well as desirable attitudes and values. It contains exercises, and will provide a basis for introduction to grammar and courses on the structure of English not only in linguistics departments but also in English language and literature departments and schools of education. This book has been designed to meet students' current and future language and communication needs. It attempts to develop their proficiency in the four language skills and knowledge of grammar and vocabulary. This book teaches students how to communicate accurately, appropriately and fluently in professional and social situations. The activity-oriented tasks ensure that the learning process is relevant and interesting.

Textbook of Communicative English For MBA/BBA/BE/B.TECH/BCA/MCA/ME/M.TECH/Diploma/B.Sc/M.Sc/MA/BA/B.Com/Competitive Exams & Knowledge Seekers

Written by an international team of authors the Oxford Textbook of Communication in Oncology and Palliative Care integrates clinical wisdom with empirical findings. It draws upon the history of communication science, providing the reader with a comprehensive curriculum for applied communication skills training. An essential resource, the Oxford Textbook of Communication in Oncology and Palliative Care is filled with tips and strategies for effective communication about difficult and challenging communication. In focusing on cancer and the end-of-life, it deals with the existential and spiritual challenges found across all of medicine, providing deep insights into what is at stake and how clinicians might optimally respond. This authoritative and wide-ranging book provides clinicians with state-of-the-art and evidence-based guidelines to achieve effective, patient-centred communication in the clinical settings of oncology and palliative care. Thoroughly revised and updated, this new edition includes sections on the curriculum for nurses, the core curriculum, and an introductory section on communication science. The chapters embrace specialty issues across the clinical disciplines, from enrolling in clinical trials, working in teams, and discussing genetic risk, to talking about sexuality, infertility, and intercultural issues. An educational perspective is also provided, with chapters covering communication skills training, how to evaluate courses, and international models of training.

As per the guidelines of Choice Based Credit System (CBCS) for all Central Universities, including the University of Delhi, and written specifically for the Ability Enhancement Compulsory Course (AECC) in English, the book introduces students to the theory, fundamentals and tools of communication to help them develop vital communication skills that would be integral to personal, social and professional interactions. With minimal textual emphasis and optimal use of practice exercises, an effort has been made to make learning a pleasure for the students. While some sections have been included from theoretical point of view, several passages have been introduced to expose the reader to more interesting materials. **KEY FEATURES**• Easy language• Equal emphasis on theory and practice• Interactive worksheets incorporated to improve communication skills• Equips students to tackle the problem areas in reading and comprehension

Presented work is a textbook and exercise book of medical English in the branch of stomatology and at the same time a reading book of professional texts taken from the newest original sources. The material can be used by dentists and dental hygienists who encounter English-speaking clients in their surgeries. Professionals and students who are going to work or study in English-speaking countries as well as teachers of medical English at high schools and universities will find this book a useful aid for theoretical subjects and a valuable manual for everyday practice. All exercises contain correct answers, and the keys can also be used by students whose native language is English. The topics covered are preventive and community dental practice; history taking and examination; dental radiology; psychological aspects of dental care; paediatric dentistry; general medicine of relevance to dentistry; emergencies in dental practice; analgesia, sedation, and general

anaesthesia; oral medicine; oral and maxillofacial surgery; periodontology; restorative dentistry; operative dentistry; minor oral surgery; orthodontics; removable prosthodontics; dental materials and conservation instruments. The author wishes a lot of success to all motivated and hard-working students.

This book has been written for the MBA/BBA/ME/M.TECH/BE/B.Tech/B.Com/LLB students of All University with latest syllabus for ECE, EEE, CSE, IT, Mechanical, Bio Medical, Bio Tech, BCA, MCA and All B.Sc Department Students. The basic aim of this book is to provide a basic knowledge in Communicative English. Communicative English students of degree, diploma & AMIE courses and a useful reference for these preparing for competitive examinations. All the concepts are explained in a simple, clear and complete manner to achieve progressive learning. This book is divided into five chapters. Each chapter is well supported with the necessary illustration practical examples.

English for Business Communications is a short course for learners who need to improve their communicative ability.

This volume offers insights on English language education policies in Middle Eastern and North African countries, through state-of-the-art reports giving clear assessments of current policies and future trends, each expertly drafted by a specialist. Each chapter contains a general description of English education policies in the respective countries, and then expands on how the local English education policies play out in practice in the education system at all levels, in the curriculum, in teaching, and in teacher training. Essays cover issues such as the balance between English and the acquisition of the national language or the Arabic language, as well as political, cultural, economic and technical elements that strengthen or weaken the learning of English. This volume is essential reading for researchers, policy makers, and teacher trainers for its invaluable insights in the role of each of the stakeholders in the implementation of policies.

English Junior Textbook main objective is to fulfill pupil's language needs by following the latest English Language curriculum. Through English Junior Textbook, we hope to help pupils improve their English Language proficiency through the use of various strategies and activities. Pupils have the opportunity to develop different literacy skill and their critical thinking ability and creativity. The textbook begins with themes from the pupils' family, friends and school, and move on to themes relating to things and situations that they are likely to encounter in the real world.

Fifty-Fifty, now revised and in full color, is a three-level course in conversational English that provides listening and speaking practice for beginning to intermediate-level students. This series provides realistic listening tasks and solid pair and group work, all designed to reduce learner anxiety and promote language acquisition. Fifty-Fifty Intro is for beginning students who may have passive knowledge of English from previous study, but lack the skills and confidence to participate in conversation.

The need to reform secondary-level education to prepare young people for new economic realities has emerged. In an age of constant career changing, cognitive flexibility is a top-priority skill to develop in today's students. This shift requires methodological innovation that enhances children's natural abilities as well as updated, focused teacher education in order to prepare them adequately. Educational Reform and International Baccalaureate in the Asia-Pacific is a collection of innovative research that examines the development and implementation of IB curricula. Highlighting a wide range of topics including critical thinking, student evaluation, and teacher training, this book is ideally designed for educators, curriculum developers, instructional designers, administrative officials, policymakers, researchers, academicians, and students.

This textbook provides a comprehensive introduction for students and professionals who are studying English for business or workplace communication and covers both spoken and written English. Based on up-to-date research in business communication and incorporating an international range of real-world authentic texts, this book deals with the realities of communication in business today. Key features of this book include: use of English in social media that reflects recent trends in business communication; coverage of the concept of communicative competence; analysis of email communication; introduction to informal English and English for socialisation as well as goodwill messages, such as thank you or appreciation messages, which are a part of everyday interaction in the workplace; examination of persuasive messages and ways to understand such messages; an e-resources website that includes authentic examples of different workplace genres and a reference section covering relevant research studies and weblinks for readers to better understand the topics covered in each chapter. This book goes beyond the traditional coverage of business English to provide a broad and practical textbook for those studying English in a workplace setting.

Combining coverage of the key concepts and tools within phonetics and phonology with a systematic introduction to Praat, this textbook provides a lively and engaging 'way in' to the discipline. The author first covers the fundamentals of the articulatory and acoustic aspects of speech and introduces Praat as the main tool for examining and visualising speech. Next, the unit of analysis is gradually expanded (from syllables to words to turns and dialogues) and excerpts of real dialogues exemplify the core concepts for discovering how speech works. The final part of the book brings all the concepts and notions together with commentaries to the transcription of several short excerpts of dialogues. This book will be essential reading for students on undergraduate courses in phonetics and phonology.

English Grammar book

After decades of being overlooked, corpus evidence is becoming an important component of the teaching and learning of languages. Above all, the profession needs guidance in the practicalities of using corpora, interpreting the results and applying them to the problems and opportunities of the classroom. This book is intensely practical, written mainly by a new generation of language teachers who are acknowledged experts in central aspects of the discipline. It offers advice on what to do in the classroom, how to cope with teachers' queries about language, what corpora to use including learner corpora and spoken corpora and how to handle the variability of language; it reports on some current research and explains how the access software is constructed, including an opportunity for the practitioner to write small but useful programs; and it takes a look into the future of corpora in language teaching.

This book is meant to teach functional and practical English to users of computer systems in order to enable them to



achieve their learning targets more easily.

A Communicative Grammar of English has long been established as a grammar innovative in approach, reliable in coverage, and clear in its explanations. This fully revised and redesigned third edition provides up-to-date and accessible help to teachers, advanced learners and undergraduate students of English. Part One looks at the way English grammar varies in different types of English, such as 'formal' and 'informal', 'spoken' and 'written'; Part Two focuses on the uses of grammar rather than on grammatical structure and Part Three provides a handy alphabetically arranged guide to English grammar. A new workbook, The Communicative Grammar of English Workbook also accompanies this edition. Communicative English has been prepared to meet the needs of the student/learner who would like to communicate effectively in the world today. The book covers the skills of listening, reading, speaking, and writing, grammar and vocabulary and also offers practical tips on reports, resumes, interviews, group discussions, seminars and conferences. It will serve as a useful textbook/ self-learning book for improvement of communication skills.

The Routledge Handbook of Language and Professional Communication provides a broad coverage of the key areas where language and professional communication intersect and gives a comprehensive account of the field. The four main sections of the Handbook cover: Approaches to Professional Communication Practice Acquisition of Professional Competence Views from the Professions This invaluable reference book incorporates not only an historical view of the field, but also looks to possible future developments. Contributions from international scholars and practitioners, focusing on specific issues, explore the major approaches to professional communication and bring into focus recent research. This is the first handbook of language and professional communication to account for both pedagogic and practitioner perspectives and as such is an essential reference for postgraduate students and those researching and working in the areas of applied linguistics and professional communication.

English Language & Communication Skills has been designed to cover the current module content of English Language as a foundation course in the university. Never should there be a greater need to write and speak better than when students enter college. The book aims to help students improve on both written and spoken English. It offers instructions on the four language skills which are writing, reading, listening and speaking. In addition, some basic aspects of grammar, sentence construction and vocabulary are dealt with. The book is divided into four parts with a section on spellings and some practice exercises with answers. Its simple and friendly style will help students develop confidence in writing, reading and public speaking.

This volume makes a unique contribution to the literature on materials development for language learning. It focuses on issues related to authenticity in materials development and includes research-based position statements, applications of theory to practice and developments of theory from observed practice. Each paper concentrates on a different aspect of authenticity and many of them introduce the reader to previously unexplored facets of authenticity. The chapters are sequenced so that the book moves from general discussion about the value of authenticity to reports of evaluations of authenticity to reports of the exploitation of authenticity in specific learning contexts. Many questions are raised, much revealing data is reported and analysed, and many pedagogic suggestions are made. The contributions here have been written so that they are of potential value to teachers, to materials developers, to post-graduate students and to researchers. They are written to be academically rigorous, but at the same time to be accessible to newcomers to the field and to experienced experts alike.

- Strictly as per the new term wise syllabus for Board Examinations to be held in the academic session 2021-22 for class 12
- Multiple Choice Questions based on new typologies introduced by the board- I. Stand- Alone MCQs, II. MCQs based on Assertion-Reason III. Case-based MCQs.
- Include Questions from CBSE official Question Bank released in April 2021
- Answer key with Explanations

This book brings together chapters that describe, investigate, and analyze the place of English in education in multilingual Philippines. Unlike most studies on languages in education, which take a neutral, de-contextualized stance, this volume take a pluricentric view of the English language by positioning it in relation to its varieties, as well as to other languages in the country. Because of the changing realities of English in the Philippines, traditional assumptions about the language as monolithic and unchanging, as well as about how it should be taught and learned, need to be revisited and re-conceptualized.

From Cameroon to Turkey through Jordan, this short volume illuminates the discrepancy between stated language teaching norms and real-life language use in non-native settings. It underscores the limitations of teaching materials, styles, and methods with regard to learners' communication needs, and provides well-matched answers to foreign language classroom problems. This book will be of interest to language teachers and researchers who will gain an insight into the challenges of the foreign language class in different non-native milieus, and therefore enrich their teaching competence. Educational policy makers can also use it as a guide for designing contextually appropriate curricula and materials.

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