

Business & Professional

Business

Elementary

Pre-Intermediate

Intermediate

Upper-Intermediate

Business

Business Basics
 Business Focus
 Business Objectives
 Business Opportunities
 Business Options
 Business Venture
 Business Vision
 Commercially Speaking
 Head for Business
 International Express
 Profile
 Quick Work
 Tech Talk

Professional: Tourism

At your Service
 First Class
 Going International
 Handshake
 High Season
 Highly Recommended

Professional: Vocational

Basic English for Computing
 Basic English for Science
 Basic Technical English
 Oxford English for Computing
 Oxford English for Electrical and Mechanical Engineering
 Oxford English for Electronics
 Oxford English for Information Technology



Professional





NEW Business Focus

ELEMENTARY

David Grant, John Hughes, and Robert McLarty

A truly elementary business English course, supported by a fully-integrated, interactive CD-ROM, with a carefully-staged syllabus and in-built review. It gives students language that is of immediate practical use, even at this low level.

- * Teaches rather than tests, using artwork and listening exercises, so teachers are not expected to be walking dictionaries.
- * Multilingual wordlists in five world languages.
- * Interactive language bank on CD-ROM fully integrated with the Student's Book and the Workbook, enabling students to study alone, and build on what they've learnt in the classroom.

New
Business Focus Elementary
 457633 7 Student's Book with CD-ROM Pack
 457634 5 Workbook with Audio CD Pack
 457630 2 Teacher's Book
 457632 9 Class Cassette
 457631 0 Class Audio CD



Business Focus

PRE-INTERMEDIATE

David Grant and Robert McLarty

Teacher's Book: John Hughes


Equips pre-intermediate learners with the English they need to communicate in the workplace. Business Focus is for adults in any job and at any level of employment.

- * Achievable objectives and recycling of target language build confidence and a sense of progress.
- * Listen-and-discuss sections develop fluency and confidence in social/conversational English.
- * Functional focus of units, e.g. Solving problems, makes them relevant for all Business English learners.
- * Integrated video/CD-ROM with Student's Book.
- * Self-study Audio CD with the Workbook.

Business Focus
 438548 5 Student's Pack
 457525 X Workbook with Audio CD Pack
 437977 9 Teacher's Book
 437978 7 Class Cassette
 437979 5 Class Audio CDs (2)

→ See also

Big City 2
 PAGE 83

 www.oup.com/elt/teacher/businessfocus offers free resource material to download. For interactive students' activities, log on to www.oup.com/elt/businessfocus



Business Vision

INTERMEDIATE

Adrian Wallwork


A contemporary, highly practical language course for professional adults.

- * Grammar syllabus gives students the structured language input they need to improve confidence.
- * A complete email writing course and tips and discussion on handling mobile phones, the Internet, and other technologies.
- * Up-to-the-minute content from popular business literature and personalities from cutting-edge companies provide the basis for activities.
- * Skills work covers communication techniques as well as functional language.
- * Listening skills and pronunciation syllabus improve students' ability to understand natural speech.

Business Vision
 437980 9 Student's Book
 437982 5 Teacher's Book
 437981 7 Workbook
 437983 3 Cassettes (2)
 437984 1 Audio CDs (2)

→ See also

Big City 3
 PAGE 83

 www.oup.com/elt/teacher/businessvision offers free resource material to download. For interactive students' activities log on to www.oup.com/elt/businessvision

ProFile

PRE-INTERMEDIATE TO UPPER-INTERMEDIATE

Jon Naunton and Mark Tulip (*ProFile 1*)

Jon Naunton (*ProFile 2 and 3*)

Mark Tulip (Teacher's Books 1 and 3)

John Hughes (Teacher's Book 2)

ProFile brings authentic business English into the classroom and provides variety and flexibility for teachers.

ProFile helps students deal with and use the English that is spoken in different departments and different companies. It does this through reading and listening materials that give a broad, in-depth view of business, plus communicative work and a unique CD-ROM.

- * Clear introduction to business for teachers and students.
- * Teaches students specialist business vocabulary.
- * Complete commercial writing syllabus.
- * Progressive grammar syllabus.

The ProFile Video CD-ROM

Each Student's Book comes with a CD-ROM featuring video interviews with real people, not actors, talking about their jobs in the language they use every day. The CD-ROM is supported by dedicated self-study pages in the Student's Book.

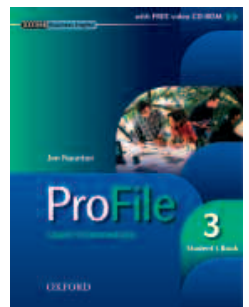
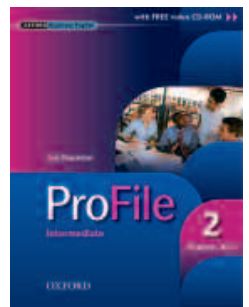
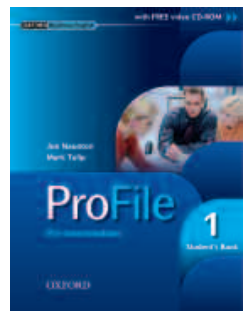
All the video interviews from each level are also available in DVD or VHS format.



www.oup.com/elt/teacher/profile

Join the Oxford Teachers' Club for access to the *ProFile* website for background information on the topic of each unit of *ProFile*, teaching hints, extra activities, and more. . .

ProFile 1	457575 6 Student's Pack	ProFile 3	457577 2 Student's Pack
	457587 X Teacher's Book		457589 6 Teacher's Book
	457584 5 Workbook		457586 1 Workbook
	457593 4 Class Cassette		457595 0 Class Cassette
	457590 X Class Audio CD		457592 6 Class Audio CD
ProFile 2	457576 4 Student's Pack	NEW	
	457588 8 Teacher's Book	ProFile Video 1	459502 1 VHS PAL
	457585 3 Workbook		459505 6 DVD
	457594 2 Class Cassette		
	457591 8 Class Audio CD		



NEW
ProFile Video 2
 459506 4 VHS PAL
 459509 9 DVD

NEW
ProFile Video 3
 459510 2 VHS PAL
 459513 7 DVD

Quick Work

ELEMENTARY TO INTERMEDIATE

David Grant and Robert McLarty (Elementary)

Vicki Hollett (Pre-Intermediate and Intermediate)

An innovative, flexible three-level short course in Business English.

- * 30 hours of classroom material in each level, for short intensive or longer modular courses.
- * Emphasis on developing listening and speaking.
- * Grammar taught on a 'need-to-know' basis.
- * Material from international sources.



www.oup.com/elt/teacher/quickwork offers free downloadable progress tests and additional support material. www.oup.com/elt/quickwork offers interactive exercises and games for students.

Quick Work

Elementary

457288 9 Student's Book
 457289 7 Teacher's Book
 457290 0 Workbook

457291 9 Class Cassette

457365 6 Audio CD

Pre-Intermediate

457292 7 Student's Book

457293 5 Teacher's Book

457294 3 Workbook

457295 1 Class Cassette

457212 9 Audio CD

Intermediate

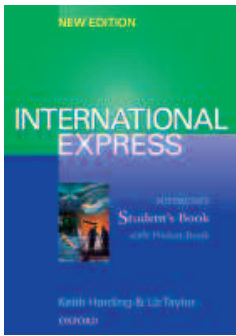
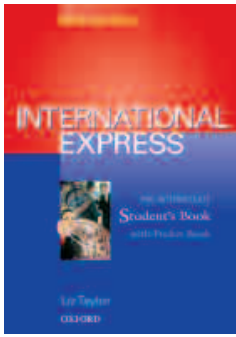
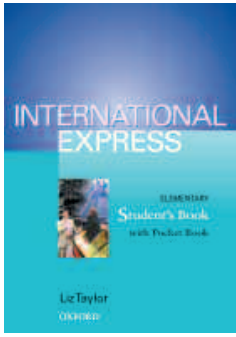
457296 X Student's Book

457297 8 Teacher's Book

457298 6 Workbook

457299 4 Class Cassette

457359 1 Audio CD



International Express

ELEMENTARY TO UPPER-INTERMEDIATE

Liz Taylor (Elementary and Pre-Intermediate New Edition)
Keith Harding and Liz Taylor (Intermediate New Edition)
Adrian Wallwork (Upper-Intermediate)

A four-level course designed for working adults who need English for work, travel, and socializing.

This practical course bridges the gap between general English and the professional world of working adults. The syllabus is based on the needs of people in work who use English as an international means of communication.

- * Grammar presented through authentic international contexts, for students to analyse and formulate the rules.
- * Focus on English for socializing, telephoning, and participating in discussions, enabling learners to communicate confidently in work-related situations.
- * Recognizes adults as active, resourceful learners, with regular review units, Workbook, Student's Cassette, and Audio CD.
- * Integrated Pocket Book with grammar summaries, social phrases, and other key information for quick reference.

International Express

Elementary

457410 5 Student's Book (with Pocket Book)
457413 X Teacher's Resource Book
457414 8 Workbook
457417 2 Class Cassette
457418 0 Class Audio CDs (2)
457415 6 Student's Cassette
457416 4 Student's Audio CD

Pre-Intermediate New Edition

457475 X Student's Book (with Pocket Book)
457477 6 Teacher's Resource Book
457478 4 Workbook
457479 2 Class Cassette
457481 4 Class Audio CDs (2)
457480 6 Student's Cassette
457482 2 Student's Audio CD

Intermediate New Edition

457491 1 Student's Book (with Pocket Book)
457485 7 Teacher's Resource Book
457486 5 Workbook
457487 3 Class Cassettes (2)
457489 X Class Audio CDs (2)
457488 1 Student's Cassette
457490 3 Student's Audio CD

Upper-Intermediate

457425 3 Student's Book (with Pocket Book)
457427 X Teacher's Resource Book
457426 1 Workbook
457428 8 Class Cassettes (2)
457433 4 Class Audio CDs (2)
457429 6 Student's Cassette
457434 2 Student's Audio CD

→ See also

BEC Practice Tests
PAGE 74

NEW Essential Business Grammar & Practice

ELEMENTARY TO PRE-INTERMEDIATE
Michael Duckworth

This new Elementary level provides clear explanations and examples of key grammar relevant to lower-level learners, with practice activities based on authentic contexts and opportunities for personalization in each unit.

New
457625 6 Essential Business Grammar & Practice



Business Grammar & Practice

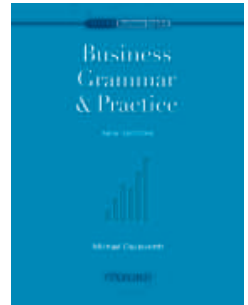
New Edition

INTERMEDIATE TO UPPER-INTERMEDIATE
Michael Duckworth

A grammar reference for professional adults, for self-study, or extra classroom practice.

- * Detailed explanations of the key grammar areas, illustrated by contextualized examples.
- * Practice activities focusing on accuracy and based on language contexts, relevant to the professional adult learner.
- * Authentic source material, which will encourage learners to develop and expand their business vocabulary as well as grammatical competence.
- * End-of-section progress tests.

457079 7 Business Grammar & Practice



Tech Talk

Get the job done in the international workplace

ELEMENTARY AND PRE-INTERMEDIATE

Vicki Hollett (Elementary)
Vicki Hollett and John Sydes (Pre-Intermediate)

A course for adult learners in the technical, industrial, and scientific sectors, who need English for everyday workplace communication.

- * Simple, needs-related grammar presented on a need-to-know basis, to help learners start communicating immediately.
- * Vocabulary relevant to practical work situations.
- * Short, interactive speaking tasks enable learners to use new language in hands-on contexts such as explaining purpose and giving instructions.
- * Frequent recycling to continually review and consolidate learning.
- * Real help in telephoning, socializing, and reading technical information.
- * Survival skills such as getting directions, changing money, and ordering food, plus games and other fun activities.

Tech Talk

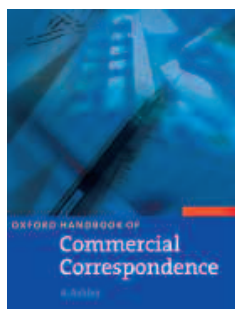
Elementary

457453 9 Student's Book
457454 7 Teacher's Book
457455 5 Workbook
457457 1 Class Cassette
457456 3 Class Audio CD

Pre-Intermediate

457458 X Student's Book
457459 8 Teacher's Book
457460 1 Workbook
457462 8 Class Cassette
457461 X Class Audio CD





Oxford Handbook of Commercial Correspondence

New Edition

INTERMEDIATE TO ADVANCED

A Ashley

The essential reference guide to writing effective business correspondence.

All the information and examples you need for writing business correspondence for study purposes or for work. A practical approach that's ideal for class, the office, or at home.

- * Hundreds of models for your own writing: emails, letters, faxes, memos, reports, CVs.
- * Explains the structure and style of all kinds of business correspondence.
- * Shows how to handle enquiries, payments, banking, insurance, personnel appointments, and social correspondence.
- * Workbook with Answer Key for further practice.

New for this edition

- * New Glossary of business terms and answers to exercises.
- * New coverage of email correspondence.
- * Improved design makes finding information easy.

Recommended for Business English exams, such as LCCI English for Commerce and English for Business, Cambridge BEC and CEIBT; NVQs and Pitman's English for Business Communications.

Oxford Handbook of Commercial Correspondence, New Edition
457213 7 Handbook
457214 5 Workbook



NEW Oxford Handbook of Legal Correspondence

INTERMEDIATE TO ADVANCED

Rupert Haigh

The essential guide to writing effective legal correspondence for non-native speakers.

- * All the information for writing legal correspondence, including letters, faxes, and emails.
- * Case studies modelled on real correspondence.
- * Topics covering the most common and internationally relevant areas of legal practice.
- * Suitable for use in class, the office, or at home.

New
Oxford Handbook of Legal Correspondence
457193 9 Handbook

Business Letters for All

INTERMEDIATE TO ADVANCED

B Naterop

A guide to British and American business correspondence.

580232 2 Business Letters for All

→ See also

Oxford Student's Dictionary of English
PAGE 96
BEC Practice Tests
PAGE 74

Business Communication Games

INTERMEDIATE TO UPPER-INTERMEDIATE

Angela Lloyd and Anne Preier

Thirty-six photocopiable communication games including matching and guessing games, role-plays, and board games.

457224 2 Business Communication Games



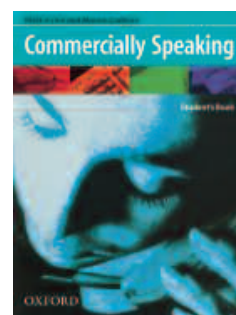
Commercially Speaking

ELEMENTARY TO PRE-INTERMEDIATE

Mark Irvine and Marion Cadman

A skills-based course focusing on the key language and communication skills needed in the workplace.

Commercially Speaking
457230 7 Student's Book
457337 0 Teacher's Pack
457232 3 Workbook
457233 1 Cassette



In at the Deep End

Speaking Activities for Professional People

INTERMEDIATE TO ADVANCED

Vicki Hollett, Roger Carter, Liz Lyon, and Emma Tanner

A flexible speaking skills book for business and professional people.

457204 8 In at the Deep End

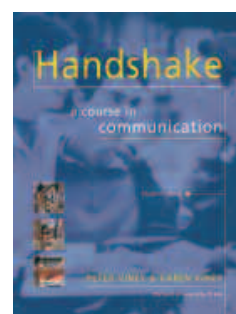
Handshake

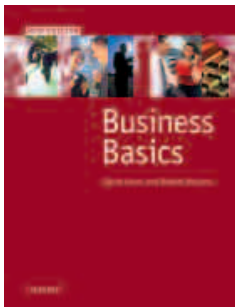
PRE-INTERMEDIATE

Peter Viney and Karen Viney

An innovative course in language and communication skills.

Handshake
457220 X Student's Book
457221 8 Teacher's Book
457222 6 Workbook
457223 4 Cassette





→ See also
Big City
PAGE 83

Business Basics

New Edition

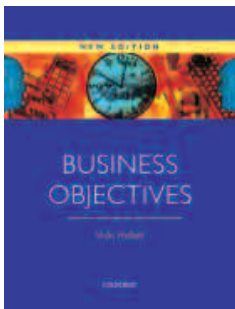
ELEMENTARY TO PRE-INTERMEDIATE
David Grant and Robert McLarty

A starter course in Business English.

- * Thorough coverage of basic grammar.
- * Controlled speaking activities.
- * Pronunciation syllabus.
- * Glossary of business terms.

Business Basics

457340 0	Student's Book	457362 1	Audio CDs (2)
457342 7	Teacher's Book	457278 1	Personal Cassettes Pack (Two cassettes + Pocket Book)
457341 9	Workbook		
457343 5	Cassettes (2)		



→ See also
Meeting Objectives
PAGE 83

Business Objectives

New Edition

LOWER-INTERMEDIATE

Vicki Hollett
Teacher's Book: Anna and Terry Phillips
Workbook: Vicki Hollett and Michael Duckworth

Develops the skills students need to participate in a variety of business contexts.

- * 90 hours of classroom material.
- * A substantial amount of listening material.
- * Free-standing units which can be used in any order.
- * Optional course extras include *Personal Cassettes* and *Pairwork*.

Business Objectives

451391 2	Student's Book	457281 1	Personal Cassettes Pack (Two Cassettes + Pocket Book)
451393 9	Teacher's Book		
451392 0	Workbook		
451372 6	Audio CD	451396 3	Business Objectives Pairwork
451394 7	Cassette		



→ See also
Creating Opportunities
PAGE 83

Business Opportunities

★ **First Prize** English Speaking Union's Duke of Edinburgh Book Competition

INTERMEDIATE

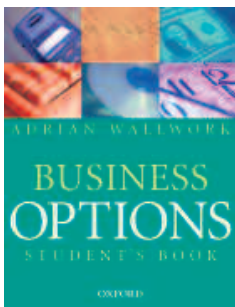
Vicki Hollett
Teacher's Book: Anna and Terry Phillips
Workbook: Vicki Hollett and Michael Duckworth

Responds to the needs of professionals needing English as a lingua franca.

- * Practice of all four skills, with particular emphasis on listening and speaking.
- * Role-plays and conversation-based activities.

Business Opportunities

452028 5	Student's Book	452031 5	Workbook
452029 3	Teacher's Book	452030 7	Cassette



→ See also
Oxford Business English Skills
PAGE 83

Business Options

UPPER-INTERMEDIATE

Adrian Wallwork

Helps students with a good working knowledge of English to sound confident and get their message across with greater authority.

- * Emphasis on real business situations.
- * Inductive approach to grammar, covering areas often omitted from courses at lower levels.

Business Options

457234 X	Student's Book	457236 6	Workbook
457235 8	Teacher's Book	457237 4	Cassettes (2)
		457218 8	Audio CDs (2)

Head for Business

INTERMEDIATE TO UPPER-INTERMEDIATE

Jon Naunton

Upper-Intermediate Teacher's Book: Mark Tulip

For students working towards a career in business, or professionals who prefer a carefully-structured course.

- * Develops understanding of business principles.
- * Develops professional communication skills.
- * Material from authentic sources.
- * Teaches specialist vocabulary needed across a broad range of business activities.
- * Writing syllabus with BEC exam-type tasks.

Head for Business

Intermediate	Upper-Intermediate		
457350 8	Student's Book	457346 X	Student's Book
457352 4	Teacher's Book	457347 8	Teacher's Book
457351 6	Workbook	457344 3	Workbook
457353 2	Class Cassette	457345 1	Class Cassettes (2)
457367 2	Class Audio CDs (2)	457368 0	Class Audio CDs (2)

AMERICAN ENGLISH

Business Venture with Practice for the TOEIC® test

FALSE BEGINNER TO PRE-INTERMEDIATE

Roger Barnard and Jeff Cady

A new edition of this low-level Business English course, which provides practice for the TOEIC® test.

- * Provides practice in basic English for the workplace.
- * Provides carefully graded language practice for people who need to improve their fluency.
- * The 'Practice for the TOEIC® test' sections provide a low-level introduction to all parts of the test.
- * Each test section recycles key language from the main units.

Business Venture 1 with Practice for the TOEIC® test

457373 7	Student's Book and Audio CD Pack
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New

Business Venture 2 with Practice for the TOEIC® test

457374 5	Student's Book and Audio CD Pack
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AMERICAN ENGLISH

Business Venture

New Edition

FALSE BEGINNER TO PRE-INTERMEDIATE

Roger Barnard and Jeff Cady

Business Venture provides practice in basic English for the workplace, covering the situations students are likely to encounter.

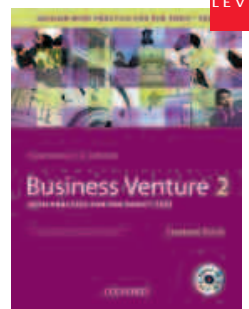
- * Wide range of business settings.
- * Encourages discussion of cultural differences in the international business world.
- * Material for 30 to 45 hours of teaching, making it ideal for shorter courses.

Business Venture

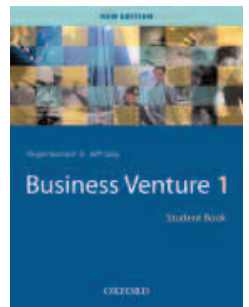
Level 1	Level 2		
457238 2	Student's Book	457325 7	Student's Book
457239 0	Teacher's Guide	457327 3	Teacher's Guide
457240 4	Workbook	457326 5	Workbook
457246 3	Cassette	457328 1	Cassette
457445 8	Audio CDs (2)	457446 6	Audio CD

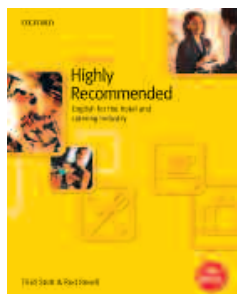


→ See also
BEC Practice Tests
PAGE 74



→ See also
Oxford preparation course for the TOEIC® test
PAGE 75
Oxford practice tests for the TOEIC® test
PAGE 75





**Highly Recommended
New Edition**
457463 6 Student's Book
457464 4 Teacher's Book
457465 2 Workbook
457467 9 Class Cassette
457466 0 Class Audio CD

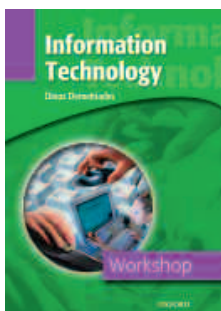
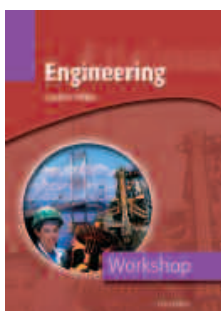
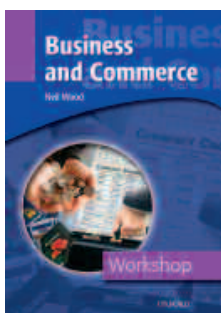
Highly Recommended

English for the Hotel and Catering Industry
New Edition

ELEMENTARY TO PRE-INTERMEDIATE
Trish Stott and Rod Revell

For younger trainees in the hospitality and catering industry.

- * Topics reflect the real contexts trainees will encounter in their working lives.
- * Emphasis on understanding and speaking English in practical situations.
- * Two listening sections with accompanying tasks in every unit.
- * Clear focus on key functional expressions and topic-related vocabulary.
- * Activity sections with real-world communicative tasks.
- * Review sections to check progress.



Workshop

LOWER-INTERMEDIATE

Business and Commerce Neil Wood

Engineering Lindsay White

Tourism and Catering Neil Wood

Information Technology Dinis Demetriades

A series of Workbooks offering practical English lessons for school students preparing for work. The series is the perfect complement to a general English coursebook.

- * Preparation for students studying the four most common vocational areas.
- * Approximately twenty-eight 45-minute lessons.
- * Short units with varied practical activities and up-to-date readings.
- * Lower-intermediate material – the right level for vocational schools.
- * 'Before you start' gets students thinking about what they already know – about the lesson topic and the language they will meet.
- * 'Get real' – optional extra ideas that help students step into the real world of English.
- * Glossary of key topic-related vocabulary.

Workshop

438825 5 Business and Commerce
438827 1 Engineering
438824 7 Tourism and Catering
438826 3 Information Technology

High Season

English for the Hotel and Tourist Industry

INTERMEDIATE

Keith Harding and Paul Henderson

A 12-unit course that covers the key aspects of the industry. Realistic activities and material based on authentic sources help intermediate learners to develop their language and skills.

High Season

451308 4 Student's Book
451307 6 Teacher's Book
451310 6 Workbook
451309 2 Cassette



Going International

English for Tourism

UPPER-INTERMEDIATE

Keith Harding

A topic-based course designed for trainees and employees in the tourism industry. The course focuses on key sectors, issues, activities, and situations that students will encounter during their professional lives in the industry.

Going International

457400 8 Student's Book
457401 6 Teacher's Resource Book
457402 4 Workbook
457403 2 Cassettes (2)



First Class

English for Tourism

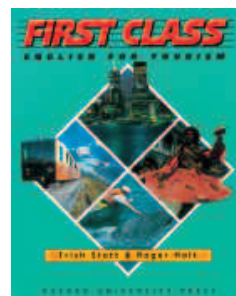
PRE-INTERMEDIATE

Trish Stott and Roger Holt

A low-level course for students in the tourist industry. It provides essential vocabulary and gives thorough practice in all four skills.

First Class

437602 8 Student's Book
437603 6 Teacher's Book
437605 2 Workbook
437604 4 Cassette



AMERICAN ENGLISH

At Your Service

English for the Travel and Tourist Industry

POST-ELEMENTARY

Trish Stott and Angela Buckingham

A short course in American English for people training to work in all areas of the tourism and travel industries, with units focusing on key communication areas.

At Your Service

451316 5 Student's Book
451319 X Teacher's Book
451320 3 Workbook
451331 9 Cassette

