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A dedicated professional, Mary Ellen Guffey has taught business communication and business English topics for more than 40 years. She received a B.A., summa cum laude, from Bowling Green State University; an M.A. from the University of Illinois; and Ph.D. in business and economic education from the University of California, Los Angeles (UCLA).

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KEY BENEFIT: Designed to keep pace with current workplace needs and the emerging 21st century culture, this book

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Business English is key in our globalized world. Learning English for business is not only a good skill, it is

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essential! This book was written by a Business English trainer with over 10 years of experience. Eric has contracted with huge multinational organizations such as Airbus, the UN, Chevron, GM, Johnson & Johnson, Inditex, Syngenta, National Instruments, Doosan Infracore, Panalpina, Ferrovial, Lotte, and many others. In this short book, you will learn how to use business English in a variety of contexts, such as: We need to "take initiative" and do everything "ahead of time." Then you have to "follow-up" to "address" any concerns. We have to show the "pros and cons" and "come up with" new ideas. A "slump" in the market could be followed by "sharp" increases. You will learn how to speak about: - Greetings- Interviews- Work/life balance- Negotiation- Work Dinners- Meetings- Presentations- Business Trips-

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Innovation- Productivity- Startups- Sales pitch- Decision making- Creativity- Describing Personality- Emails- Stress Management- Training Annual Employee Reviews- Leadership- Recruiting and Hiring

Introducing Business English provides a comprehensive overview of this topic, situating the concepts of Business English and English for Specific Business Purposes within the wider field of English for Special Purposes. This book draws on contemporary teaching and research contexts to demonstrate the growing importance of English within international business communication. Covering both spoken and written aspects of Business English, this book: examines key topics within Business English, including teaching

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Business English as a lingua franca, intercultural business interactions, blended learning and web-based communication; discusses the latest research on each topic, and possible future directions; features tasks and practical examples, a section on course design, and further resources. Written by two leading researchers and teachers, *Introducing Business English* is a must-read for advanced undergraduate and postgraduate students studying Business English, Business English as a Lingua Franca, and English for Specific Business Purposes.

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