



## Speak Business English Like an American: Learn the Idioms & Expressions You Need to Succeed On The Job! (Book & Audio CD)

By Amy Gillett

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American English speakers use many phrases and expressions on the job. If you don't know these expressions, you are left out of the conversation. This book & CD will help you speak business English like an American ... quickly and confidently. Once you have the knack, no one can take it away from you. With this book and CD, your career will benefit for years to come.

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### **Editorial Review**

#### Review

Enhanced with the addition of an audio CD, *Speak Business Like An American* is the ultimate instructive guide to the hundreds of expressions and idioms heard at the workplace daily. Amy Gillett provides the language student wanting to gain fluency in doing business in the American marketplace with consistent, easy to use constructs that are accurate, appropriate, and effective. *Speak Business English Like An American* is very highly recommended for those new to the business workplace and in need of being able to communicate fluently in standard American English. --*Midwest Book Review, March 2006*

#### From the Back Cover

Be more effective on the job! Communicate like a native speaker of English!

American English speakers use many phrases and expressions on the job. If you don't know these expressions, you're left out of the conversation. You're out of it ... and nothing makes you feel so like a foreigner. This book & CD will help you speak business English like an American — quickly and confidently. Once you have the knack, no one can take it away from you. With this book and CD, your career will benefit for years to come.

You'll learn the idioms & expressions that you hear at work. What do your colleagues and coworkers, your customers or clients really mean? How can you use these expressions too?

Language is always changing and business English changes especially fast. That's why we've explained the most up-to-date expressions — today's business English. Now you'll be able to use these expressions, too. People will marvel at your command of English.

In this deluxe book & CD set, you'll find: - Over 350 of today's most common American English business idioms & expressions - Dozens of exercises to help you master the material complete with answer key so you can correct yourself — instantly. No wondering if you were wrong! - 30 everyday conversations on topics like how to run a meeting ... how to discuss a difficult decision ... how to conduct a performance review ... and many more business situations. - Multiple usage examples of each idiom or phrase - Illustrations of many of the idioms — what a great way to remember them! - An audio CD with the voices of eight native speakers of American English

#### About the Author

Amy Gillett is the author of the bestselling books *Speak English Like an American* and *Speak English Around Town* (also available at Amazon.com). She has taught English as a Second Language (ESL) in top universities in Europe and the United States and now she'll teach you. With this book and CD, you can take her classroom with you! Amy knows Business English. She has an MBA from Cornell University, along with degrees in foreign languages and literature from Stanford University.

### **Users Review**

#### **From reader reviews:**

### **Tammy Ely:**

Are you kind of occupied person, only have 10 or even 15 minute in your morning to upgrading your mind proficiency or thinking skill even analytical thinking? Then you are experiencing problem with the book than can satisfy your limited time to read it because all this time you only find e-book that need more time to be read. Speak Business English Like an American: Learn the Idioms & Expressions You Need to Succeed On The Job! (Book & Audio CD) can be your answer given it can be read by you who have those short extra time problems.

### **Harriette Corwin:**

The book untitled Speak Business English Like an American: Learn the Idioms & Expressions You Need to Succeed On The Job! (Book & Audio CD) contain a lot of information on that. The writer explains her idea with easy technique. The language is very straightforward all the people, so do definitely not worry, you can easy to read the idea. The book was compiled by famous author. The author gives you in the new age of literary works. You can actually read this book because you can keep reading your smart phone, or device, so you can read the book throughout anywhere and anytime. In a situation you wish to purchase the e-book, you can open up their official web-site along with order it. Have a nice examine.

### **Michael Grammer:**

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