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## Key Features of the Book

- A wide range of stimulating exercises and hands-on tasks
- Tip boxes addressing key language points, useful phrases, and strategies
- Motivating role-plays for pairwork speaking tasks
- STARTER section at the beginning of each unit with warm-up and awareness-raising activities
- OUTPUT section at the end of each unit with activities to encourage discussion and reflection
- Appendix with answer key, transcript, and a comprehensive list of telephoning phrases

## Key Features of the MultiROM

- Realistic listening extracts
- Interactive exercises to practise useful phrases, vocabulary, and communication
- A–Z word list and other helpful reference documents

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# Express Series English For Telephoning

**M Lipman**



## **Express Series English For Telephoning:**

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**English for Telephoning** David Gordon Smith,2007 English for Telephoning teaches students strategies for communicating by telephone and trains them how to sequence a conversation The course builds up students confidence to communicate effectively during a telephone call English for Telephoning has six units which deal with specific areas related to communicating by telephone including spelling over the phone and leaving and taking messages Skills become more advanced as the course progresses Exercises in every unit allow students to review their telephone English learn new expressions and practise core grammatical structures publisher s website **Macmillan**

**English Series** Thomas Clark Pollock,1960 English for Telephoning ,2020 **The Macmillan English Series** ,1963

**Oxford Guide to Plain English** Martin Cutts,2020-02-27 Plain English is the art of writing clearly concisely and in a way that precisely communicates your message to your intended audience This book offers expert advice to help writers of all abilities improve their written English With 30 chapters each centred around a practical guideline its coverage is extensive including lessons on vocabulary punctuation grammar layout proofreading and organization There are also hundreds of real examples to show how it s done with handy before and after versions All this is presented in a straightforward and engaging way This new edition has been fully revised reorganized and updated to make its content even more accessible There are new chapters discussing customer service writing and common blunders in the workplace while other sections have been amended to update examples and provide easier routes through the book The chapter on sexism in particular has been heavily expanded to advise on the use of inclusive language in general A new appendix has also been added summarising the history of plain English from Chaucer to the present day Language Teaching Towards Globalization ,1996 **American**

**and English Railroad Cases, New Series** ,1910 **Railway Review** ,1920 **Grand Rapids Show Case Co. v. Postal Telegraph-Cable Co., 215 MICH 30 (1921)** ,1921 30 **Telephony** ,1929 **The American and English**

**Encyclopaedia of Law** David Shephard Garland,Lucius Polk McGehee,James Cockcroft,1908 **The American and**

**English Encyclopaedia of Law** David Shephard Garland,James Cockcroft,Lucius Polk McGehee,Charles Porterfield,1908 Supplement to the American and English Encyclopaedia of Law (second Edition) David Shephard Garland,1908

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