



# Contents

<b>Unit 1</b>	Job Interviews .....	1
<b>Unit 2</b>	Jobs and Responsibilities .....	15
<b>Unit 3</b>	On the Phone .....	29
<b>Unit 4</b>	At a Meeting .....	43
<b>Unit 5</b>	Business Travel .....	55
<b>Unit 6</b>	Company Presentations .....	69
<b>Unit 7</b>	Product Presentations .....	81
<b>Unit 8</b>	Receiving Visitors .....	95
<b>Unit 9</b>	Business Dinner .....	109
<b>Unit 10</b>	Company Performance .....	123
<b>Glossary</b>	.....	137
<b>References</b>	.....	143