

Contents

	Introduction	
Unit 1	People and Companies	1
Unit 2	Recruitment Advertisements	14
Unit 3	CV Writing	26
Unit 4	Business Letter Writing	39
Unit 5	Jobs and Duties	52
Unit 6	Careers	64
Unit 7	Job Pursuing	77
Unit 8	Succeeding in Interviews	90
Unit 9	Executives	104
Unit 10	Business Locations	116
Unit 11	Business Performance	129
Unit 12	Comparing Companies	142
Unit 13	Qualifications - Appointments	155
Unit 14	Programming Production	169
Unit 15	Business & Cultures	182
Unit 16	Setting Up A New Business	196
Unit 17	Marketing Activities	212
Unit 18	Unemployment	226
	Appendix A: Irregular Verbs	242
	Appendix B: Glossary	245
	Appendix C: Europass Curriculum Vitae	284
	Bibliography	288