



English for Careers: Business, Professional, and Technical (9th Edition)

Leila R. Smith

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KEY BENEFIT: Designed to keep pace with current workplace needs and the emerging 21st century culture, this book offers a lively, accessible, and user-friendly alternative for the many (including those with poor English skills) who dread the thought of barebones traditional grammar and communication instruction and its overkill of rules. **KEY TOPICS:** With a focus on *real-world* English skills that contribute to good workplace communication, this book emphasizes principles that reflect the oral and written communication of today's Standard English, as used by well-informed people. **MARKET:** For office managers, accountants, executives, office personnel department heads and sales people

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