

# OBSAH

<b>Předmluva</b> .....	III
<b>Chapter 1</b>	
Introduction into Business English .....	1
<b>Chapter 2</b>	
Business Correspondence .....	13
<b>Chapter 3</b>	
Getting a Job Human Resources .....	33
<b>Chapter 4</b>	
Offers and Request .....	47
<b>Chapter 5</b>	
Complaints .....	61
<b>Chapter 6</b>	
Language of Meetings .....	73
<b>Chapter 7</b>	
Logistics .....	89
<b>Chapter 8</b>	
Production and Manufacturing .....	101
<b>Chapter 9</b>	
Legal Purposes .....	111
<b>Chapter 10</b>	
Insurance .....	121
<b>Chapter 11</b>	
Book Keeping and Financial Administration .....	131
<b>Chapter 12</b>	
Marketing .....	143
<b>Exercise Key</b> .....	155
<b>English – Czech Dictionary</b> .....	161
<b>Czech – English Dictionary</b> .....	185