

# 12

## Punctuation test



Shutterstock



**18** Karren Brady

Reuters

Shutterstock

### The Big Picture

- 6 United States**  
Drying up in California

### Working World

- 8 Names and News**  
The latest from the world of business

### Language Test

- 12 Punctuation**  
Test your knowledge of English punctuation

### Global Business

- 18 Profile**  
British businesswoman Karren Brady
- 22 Head-to-Head** advanced  
Should salaries be transparent?
- 24 It's Personal** advanced  
Elisabeth Ribbons on rail travel in Britain
- 25 Business Press** Behind the headlines advanced

### Business Skills

- 26 Series (10): Solving Problems**  
Ten tips for successful problem-solving
- 31 Training Plan**  
Strategies for solving problems
- 32 Toolbox**  
Ken Taylor on being assertive

### Czech Business

- 34 How to balance work and private life**  
Labour Code on adjustment of working hours

### Intercultural Communication

- 36 Canada**  
Doing business with Canadians

### Management

- 61 Executive Eye**  
Adrian Furnham on Big Brother at work
- 62 Holacracy** advanced  
Managing without bosses

- 65 What Happened Next**  
How containers revolutionized shipping

### Careers

- 66 Teaching** advanced  
Why Finnish teachers and pupils are so happy
- 70 Tips and Trends**  
Networking; avoiding bad jobs

### Technology

- 72 Artificial Intelligence** advanced  
Computers that are almost human
- 75 Language Focus** advanced  
Sand

### People

- 76 My Working Life** easy  
Ewa Sendecka, product designer in Cracow

### Regular sections

- 3 Editorial**
- 77 Preview**
- 78 Last Laugh**

### Language section

- 44 Vocabulary** The railway station easy
- 46 Easy English** Representing your team easy
- 48 Grammar at Work** Interview questions
- 49 Language Cards** To pull out and practise
- 51 English on the Move** Lost luggage
- 52 English for...** Traffic control
- 54 Email** Editing and proofreading
- 55 Talking Finance** Going for broke advanced
- 56 Teacher Talk** Interview with Ed Pegg
- 58 Short Story** Too good to be true
- 60 Legal English** Settling out of court advanced