



12 Test your meetings language

Taking part in meetings can be difficult even in one's own language. Find out how well you manage this task in English.

32 Working with China

To do business successfully in China, you need to understand its culture. A special report.

WORKING WORLD

- 6 Names and News** all levels
The latest from the world of business
- 10 Office Blues** easy US
Kathrin Hauger on the silly side of work
- 11 My Working Life** easy US
Roni Zulu, tattoo artist in Los Angeles, California

TEST

- 12 Meetings**
Test your knowledge of English for international meetings

GLOBAL BUSINESS

- 18 Translation**
The essential work of translators and interpreters
- 24 Head-to-Head** difficult
Is big business holding back the Aids battle?
- 26 Eurovision** difficult
David Scrimgeour on creating jobs in Germany
- 28 Business Press** difficult
Comments from the world's media
Also: Behind the Headlines

INTERCULTURAL COMMUNICATION

- 32 China**
What you should know about doing business with China
- 38 The View from Here** US
Thom Barnhardt in Warsaw
Also: Country File, Poland
- 40 Dialogue**
Two conservation managers in New Zealand and Kenya

LANGUAGE AT WORK

- 43 Word Watch; Seen Recently**
- 44 False Friends, Tricky Translations**
- 45 Language Cards** to pull out
- 47 English for football**
- 49 Authentic English:** small talk at meetings
- 50 Law at work**
- 52 A Closer Look:** background facts on language and culture
- 53 English on the Move:** at the tourist office
- 54 Office Talk:** The Maine Event
- 57 Exercises:** test your English

BUSINESS SKILLS

- 58 Project Teams**
How global teams can work together successfully
Also: A language survival guide to pull out and keep
- 65 Say It in Style**
Talking about the weather

MANAGEMENT

- 66 Creativity** US
Why sleeping less could make you more creative at work
- 68 Executive Eye** difficult
Adrian Furnham on the skills that bosses need
- 69 Business Basics** difficult
What is... the balance of payments?
- 70 People and Trends**
News from the world of management



58 Global project teams

More and more people work on international projects. We look at how to improve team communication.



78 The jobs of the future

The world of work is changing rapidly. What skills and qualifications will be in demand in the future?

TECHNOLOGY

72 India

A maths academy for the country's brilliant poor

76 Language Focus

Brewing

difficult

CAREERS

78 Employment

The jobs of the future

difficult

83 Blended learning

Case study

84 News

Career tips and trends

LANGUAGE IN BUSINESS SPOTLIGHT

Unless marked, articles use the spelling, style and punctuation of **British English**.

US American style, spelling, punctuation and pronunciation are used in these articles.

easy **medium** **difficult** Articles in the magazine are marked with their level of language difficulty. Texts that are not marked on this double page are at a medium level of difficulty.

ifml.: informal or slang word or phrase

vulg.: vulgar word or phrase

BUSINESS SPOTLIGHT ONLINE

Subscribe to Business Spotlight magazine and access Business Spotlight Online at no extra cost. The service offers:

- Exercises, tests and a language hotline
- Bizz words, news stories and archives
- Vocabulary lists in PDF format

www.business-spotlight.cz

Business Spotlight in the classroom

This newsletter is full of ideas and activity suggestions for using Business Spotlight with learners of English. It is free to all teachers who subscribe to Business Spotlight.

READERS' SERVICE

ECONOMIA a.s., Dobrovskeho 25, 170 55 Praha 7,

Internet: www.business-spotlight.cz

Telephone: +420 233 071 197

Fax: +420 233 072 009

E-mail: predplatne@economia.cz

REGULAR SECTIONS

3 Editorial

42 Classified ads

85 Tried and tested

86 Masthead

86 The Last Laugh

easy