





Business is still a man's game, but women can learn rules. A man explains how to play — and win.

WORKING WORLD

- 6 Names and News The latest from the world of business
- 10 My Working Life American magician Leslie McKinney
- 11 Office Blues Kathrin Enke on the silly side of work

TEST

12 Describing your job

How well can you talk about your work in English? Take our special test to find out

GLOBAL BUSINESS

18 Aviation English

- We look at the need for clear and accurate communication in the air
- 22 Head-to-Head
 Will the e-book mean the end
 of the printed book?
- 24 Business Press difficult
 Comments from the world's media
 Also: Behind the Headlines

INTERCULTURAL COMMUNICATION

28 Dialogue

An American PR consultant and a medical student discuss taking a career break to do volunteer work

30 The View from Here
Ronald van de Krol in Amsterdam
on Dutch women working part-time
Also: Country File

BUSINESS SKILLS

32 Listening

- We discuss why listening is essential in business and give tips on how to do so effectively Also: A language survival guide
- 39 The Write Way Small talk in formal and informal e-mails
- 40 Say It in Style
 Talking about ethnic groups
- 41 On the Line easy
- International conference calls
- 43 Meeting Point
 Tips on how to organize an effective agenda

CAREERS

44 Women in Business

- Christopher Flett on what men say — and what they really mean
- 49 The Job Doctor
 Preparing for a job interview
- 50 My Way difficult
 Suzanne Tanzer, family judge

MANAGEMENT

- 52 The Tata Group difficult
 An Indian family firm
 with strong ethical values
- 56 What I've Learned Ichak Adizes, Adizes Institute
- 58 Business Basics difficult
 What is... a social entrepreneur?
- 59 Executive Eye Adrian Furnham on "tall poppies"

TECHNOLOGY

60 Nanofood difficult

- Atomic science on your plate
- 64 Language Focus difficult
 Websites
- 66 Innovations
 New product developments
- 67 Technically Speaking Botox and biotech

LANGUAGE SECTION

- 68 Vocabulary: the presentation easy
- 69 Media Watch; Seen Recently difficult
- 70 Confusables; Tricky Translations
- 71 Language Cards: pull out and practise
- 73 Exercises: test your English
- > 74 Grammar: tag questions
 - 76 The Maine Event: an office dialogue
 - 77 Vocabulary page: key words to learn
- > 79 English on the Move: at the post office
- ➤ 80 English for... the Olympic Games
 - 82 Authentic English: communicating
 - 83 Financial English: what is money? difficult
- > 84 Legal English: European Union law difficult

REGULAR SECTIONS

- 3 Editorial
- 85 Tried and Tested
- 86 The Last Laugh Casy
- 86 Masthead
 - Cover topics