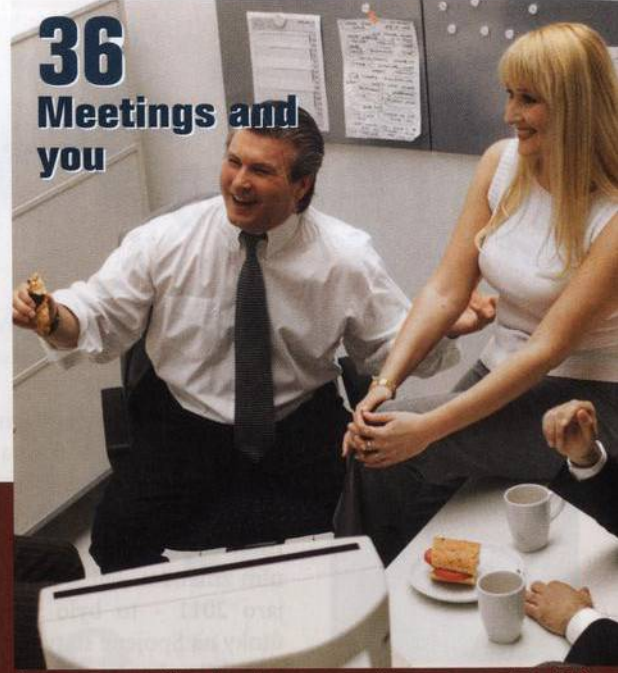


# 26 Networks and culture

Social-networking sites are now a key part of business life. But there are cultural differences in how they are used.



# 36 Meetings and you

Do you consider business meetings a waste of time? Our psychological tips might just change your mind.

## WORKING WORLD

- 6 Names and News** all levels  
The latest from the world of business
- 9 My Working Life** medium US  
Grace Wall, singing waitress, New York

## TEST

- 10 Sales and Purchasing** all levels  
The language of buying and selling

## GLOBAL BUSINESS

- 16 Head-to-Head** advanced  
Should firms allow duvet days?
- 18 Business Press** advanced  
Comments from the world's media  
**Behind the Headlines**  
Media Watch Language in the news

## 2001–2011

- 22 10th-Anniversary Special**  
As time goes by Key business events

## INTERCULTURAL COMMUNICATION

- 26 Social Networks** advanced  
The cultural aspects of using social-networking sites for work
- 32 Dialogue** medium US  
Two working mothers share their views on how to prepare children for a career
- 34 The View from Here** medium  
Sarah Mann on a white African's nightmare  
Country File Zimbabwe

## BUSINESS SKILLS

- 36 Meetings** advanced  
Lessons on the psychology of groups  
Language survival guide to cut out and keep
- 43 On the Line** medium  
Key telephone techniques
- 44 Leadership Spotlight** advanced  
Skills of leadership
- 46 Say It in Style** medium  
Hobbies and interests
- 47 The Write Way** medium  
Writing agendas

## CAREERS

- 48 Internships** medium  
Tips on how to get the most out of the internship experience
- 52 Studies** advanced US  
UNYP Master's degrees
- 53 The Job Doctor** medium US  
Mentor magic

## MANAGEMENT

- 54 Workspace** medium  
A close look at the desks of four managers
- 58 What I've Learned** medium US  
Tony Hawk, professional skateboarder
- 60 Business Basics** advanced US  
Supply chain management
- 61 Executive Eye** advanced  
Diagnosing IT nerds

## TECHNOLOGY

- 62 Inventions** advanced  
A new way to grow plants in arid places
- 64 Language Focus** advanced  
Diamonds
- 66 PC Gangster's Paradise** advanced

## LANGUAGE SECTION

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- |    |                     |  |            |
|----|---------------------|--|------------|
| 67 | Exercises           | Law                                      | all levels |
| 68 | Vocabulary          | The factory                              | easy       |
| 69 | Language Cards      | Pull out and practise                    | all levels |
| 71 | Grammar at Work     | Verbs with two objects                   | medium     |
| 72 | Short Story         | Losing her mind                          | medium     |
| 74 | English on the Move | Finding your way                         | easy       |
| 75 | The Maine Event     | An office dialogue                       | medium     |
| 76 | English for...      | cabin crew                               | medium     |
| 78 | Financial English   | Banking on banks (2)                     | advanced   |
| 79 | Authentic English   | Service encounters                       | medium     |
| 80 | Legal English       | Forming contracts                        | advanced   |
| 81 | Legal English       | GM and on the board<br>at the same time? | advanced   |

## REGULAR SECTIONS

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- |    |                |        |
|----|----------------|--------|
| 3  | Editorial      |        |
| 82 | The Last Laugh | medium |