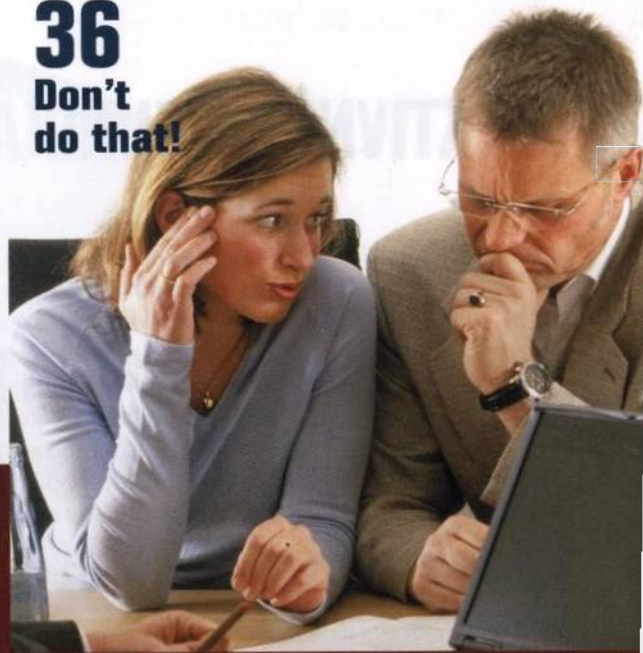




A Chef is not a "chef". Take our test to find out how well you know Czech-English false friends.

36
Don't
do that!



Effective communication can be both simple and difficult. We show you ten mistakes you should never make.

WORKING WORLD

- 6 **Names and News** all levels
The latest from the world of business
- 9 **MBA Schools** medium
How to choose the right one

TEST

- 12 **False Friends** all levels
You probably know the difference between *Chef* and "chef". But there are many other English-Czech false friends. Test your knowledge

GLOBAL BUSINESS

- 16 **Collaborative Consumption** advanced
Do we really make the most of all the things we buy?
- 20 **Head-to-Head** advanced US
Does media concentration threaten press freedom?
- 22 **Business Press** advanced
Comments from the world's media
Behind the Headlines
Media Watch Language in the news

INTERCULTURAL COMMUNICATION

- 26 **Culture Shock** medium
Living and working in a foreign country can be stressful. We provide useful advice
- 32 **Dialogue** medium
Two mayors, one from Croatia and one from Britain, talk about life in their tourist towns
- 34 **The View from Here** medium US
Life is no longer golden in California
State File California

BUSINESS SKILLS

- 36 **Better Communication** medium
Learning from ten typical mistakes
Language survival guide to cut out and keep
- 43 **On the Line** Why you should phone a friend medium
- 44 **Meeting Point** Asking questions medium
- 45 **Say It in Style** Country and place names medium

CAREERS

- 46 **Office Personalities** medium US
Understanding behavioural patterns
- 50 **My Working Life** Carpenter Marc Grima medium
- 51 **The Job Doctor** Crappy co-workers medium US
- 52 **My Way** Workaholic Luke Johnson advanced

MANAGEMENT

- 54 **Older Entrepreneurs** medium
Starting a business after retirement
- 58 **What I've Learned** medium US
Shirley MacLaine, actress and writer
- 60 **Business Basics** Growth strategy tools advanced US
- 61 **Executive Eye** medium
How to be an inspirational teacher

TECHNOLOGY

- 62 **Submarines** advanced
Underwater adventure for the very rich
- 64 **Language Focus** Building and remodelling advanced
- 66 **Report:** Pollution is rising medium
- 67 **Technically Speaking** advanced
Solving the world's water problem

LANGUAGE SECTION

- | | | |
|----|---|------------|
| 68 | Vocabulary The pub | easy |
| 69 | Grammar at Work All about "all" | medium |
| 70 | Exercises
Environmental Resource Management | all levels |
| 71 | Language Cards Pull out and practise | all levels |
| 73 | The Maine Event An office dialogue | medium |
| 74 | Short Story Side Effects | medium |
| 76 | English on the Move Renting a flat | medium |
| 77 | Authentic English Feedback, evaluation | advanced |
| 78 | English for... Customs and excise | advanced |
| 80 | Financial English Stocks and bonds | advanced |
| 81 | Legal English Environmental law | advanced |

REGULAR SECTIONS

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