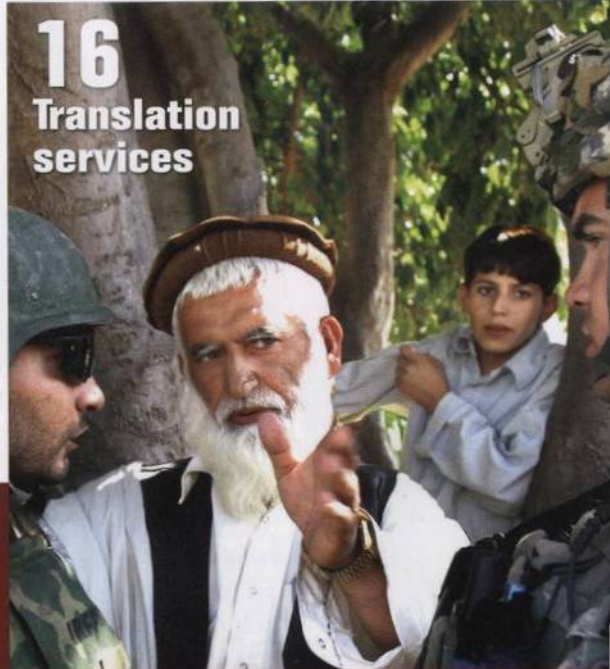


**10**  
Job  
applications

There's a lot to think about when you apply for a job in English. Find out what you need, in our language test.



**16**  
Translation  
services

Translating and interpreting is big business, especially in war zones. A report from the front lines.

**WORKING WORLD**

- 6 Names and News** all levels  
The latest from the world of business
- 9 My Working Life** medium  
Canadian Mountie John Buis

**TEST**

- 10 Applying for a Job** all levels  
Are you looking for a new job?  
Let us help you with a special test  
of the useful terms you will need

**GLOBAL BUSINESS**

- 16 The Language of War** advanced  
A special report on the important role  
of interpreters in war zones
- 22 Head-to-Head** medium US  
Do Americans work too much?
- 24 Business Press** advanced  
Comments from the world's media  
Behind the Headlines  
Media Watch Language in the news

**INTERCULTURAL COMMUNICATION**

- 28 Critical Incidents** medium  
Using case studies, we look at typical  
communication problems between cultures
- 34 Dialogue** medium  
Two wedding planners, one from the US and  
the other from India, talk about their business
- 36 The View from Here** advanced  
The Olympics are changing London's skyline  
City File London

**BUSINESS SKILLS**

- 38 Saying No** medium  
How to say no without sounding negative  
Language survival guide to cut out and keep
- 45 On the Line** Six "don'ts" for the telephone easy
- 46 Meeting Point** Effective brainstorming medium
- 47 Say It in Style** When you don't understand medium

**CAREERS**

- 48 The Job Doctor** Performance reviews advanced US
- 49 Blogging** medium US  
Mommy blogger Heather Armstrong
- 54 My Way** Tour operator Marilou Larssen medium

**MANAGEMENT**

- 56 Young Businessman** advanced  
Yoganathan Ratheesan of Lebara Mobile
- 58 What I've Learned** medium  
Apple legend Steve Jobs
- 60 Business Basics** advanced US  
Change management programs
- 61 Executive Eye** medium  
Does competition bring out the best in people?

**TECHNOLOGY**

- 62 Think Pink** advanced  
Reducing theft in construction
- 64 Language Focus** Flight control systems advanced
- 66 Innovations** New product developments advanced
- 67 Technically Speaking** advanced  
Milestones in engineering

## LANGUAGE SECTION

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- |    |   |            |
|----|---|------------|
| 68 | <b>Vocabulary</b> The jewellery shop        | easy       |
| 69 | <b>Language Cards</b> Pull out and practise | all levels |
| 71 | <b>Grammar at Work</b> The passive          | medium     |
| 72 | <b>Short Story</b> Video Games              | medium     |
| 74 | <b>English on the Move</b> Giving a tour    | medium     |
| 75 | <b>The Maine Event</b> An office dialogue   | medium     |
| 76 | <b>English for...</b> start-ups             | medium     |
| 78 | <b>Financial English</b> Taxes on products  | advanced   |
| 79 | <b>Authentic English</b> Using the passive  | medium     |
| 80 | <b>Legal English</b> Dispute resolution     | advanced   |
| 81 | <b>What's New?</b> Products, sites, events  | medium     |

## REGULAR SECTIONS

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|----|-----------------------|------|
| 3  | <b>Editorial</b>      |      |
| 82 | <b>The Last Laugh</b> | easy |