

**English for Human Resources** is a part of the **Angličtina v praxi** (English at Work) modular project. Including also the **Business English for Beginners**, **Technical English for Beginners** and **Write It Right!** (English commercial correspondence) titles, this project provides wide coverage of work-related topics at A1-B2 CEF levels.

**English for Human Resources** is the ideal short course for HR and recruitment professionals who need English for their jobs. It can be used to supplement a regular coursebook or on its own as a stand-alone intensive specialist course. **English for Human Resources** is suitable for learners at CEF level B2 and above.

With its variety of exercises and streamlined focus on practical communicative tasks, **English for Human Resources** enables learners to assimilate key structures and phrases. Extra material, including texts and quizzes, draws students' attention to HR-specific language and offers the opportunity for discussion.

#### Key features

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- *Clock-out* section offering optional reading and topics for discussion
- Easy-to-use appendix with *Answer key*, *Useful phrases and vocabulary*, *A-Z word list*, *Model letters* and *Useful phrases and vocabulary*

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**Nakladatelství Fraus**

Goethova 8, 301 31 Plzeň

tel.: 377 226 102

fax: 377 224 594

e-mail: [info@fraus.cz](mailto:info@fraus.cz)

[www.fraus.cz](http://www.fraus.cz)

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