



Business 商务

Special Skills 专业技能

Title 书目:	Business Venture 3rd Edition	English for Work	Business Essentials	Business one: one	Skills for Business Studies	Business Result	Express Series	Oxford English for Careers	Successful Series
Features 特点:									
Key Word 关键词:	<ul style="list-style-type: none"> <li>Flexible modular structure</li> <li>TOEIC® practice</li> <li>Short course</li> </ul>	<ul style="list-style-type: none"> <li>Telephoning</li> <li>Socializing</li> <li>Writing Skills</li> </ul>	<ul style="list-style-type: none"> <li>Flexible modular structure</li> <li>Grammar and communication focus</li> <li>Short course</li> <li>BEC practice</li> </ul>	<ul style="list-style-type: none"> <li>Small classes</li> <li>Flexible order</li> <li>Interactive</li> <li>self-study</li> </ul>	<ul style="list-style-type: none"> <li>Academic reading &amp; writing</li> <li>Suitable for degree programmes</li> <li>Essay-writing skills</li> </ul>	<ul style="list-style-type: none"> <li>Ready-to-use business skills</li> <li>Real-world case studies</li> <li>Video for students</li> <li>Video for teacher training</li> </ul>	<ul style="list-style-type: none"> <li>Work skills/professions/industry-specific</li> <li>Specialized</li> <li>Practical</li> <li>Short course</li> </ul>	<ul style="list-style-type: none"> <li>Written by industry insiders</li> <li>Professional profiles</li> <li>Industry tips</li> </ul>	<ul style="list-style-type: none"> <li>Video-based</li> <li>Presentations</li> <li>Meetings</li> <li>Corporate training</li> </ul>
Age Level 年龄段:	18+	22+	18+	22+	18+	22+	22+	18+	22+
Components 配套资源:	 		 (Downloadable 可下载) 	 		  	 	 	 (Downloadable 可下载) 
Suggested Hours per Level 每级建议课时:	30-45	25-30	24-48	20-50	40-80	40-80	25-30	40-70	25-30
More Info 详情:	Main p. 98	Main p. 99				Main p. 98	Main p. 98	Main p. 99	Main p. 99

This level chart is only a rough guide to the approximate levels of Oxford books.  
牛津出版物级别对照表, 仅供参考。

For international exam levels, please see page 120.  
国际考试标准, 请参阅第120页。





● Beginner

# Business Ventures

Third Edition 第3版

Roger Barnard, Jeff Cady, Angela Buckingham, Michael Duckworth and Grant Trew

 American English  
美式英语

 Beginner to Pre-Intermediate  
入门级至初等中级



This popular three-level American and international English course for in-work students has been updated and redesigned for its third edition. Levels 1 and 2 also include 20 pages of TOEIC® practice.

倍受欢迎的美版和国际版三级别英语课程，现为在职学生重新修订出版了第三版。第1级和第2级同样包含了20页的TOEIC®练习。

■ Flexible modular structure.

■ 灵活的模块结构；

■ Language that helps students communicate confidently at work.

■ 课程语言可帮助学习者在工作中自信交流；

■ Student Book Audio CD with all the listenings, and a link to an online TOEIC® practice test at [www.oxfordenglishtesting.com](http://www.oxfordenglishtesting.com).

■ 学生用书CD光盘包含听力练习及TOEIC在线练习，网址为：[www.oxfordenglishtesting.com](http://www.oxfordenglishtesting.com)



● Starter

# Business Result

David Grant, John Hughes, Rebecca Turner, Jane Hudson and other authors

 British English  
英式英语

 Beginner to Advanced  
初级至高级



A course that gives students the communication skills they need for immediate use at work.

教授沟通技巧的实用课程，让学生可以马上在职场上灵活发挥所学。

■ Communicative syllabus offers pick-up-and-use business skills.

■ 以沟通为主导的课程提供活学活用的商务技巧。

■ Case studies validated by experts from Cranfield School of Management offer insights into working practices.

■ 经Cranfield管理学院专家证实的研究案例为学生提供对不同职业的深入分析。

■ Video shows the language needed for business interactions and the usage in context.

■ 视频展示商务沟通所需的语言及在真实语境中的用法。

■ The new starter level covers key functional areas such as emailing, telephoning and socializing.

■ 新增的入门级别涵盖主要工作技能，包括电邮沟通、电话沟通及社交技巧。



Student Resources 学生资源：  
<https://elt.oup.com/student/busresult/>

See also 同时参考辅助教材：

- English Result

page 33

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- Exams Result

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# Express Series

 British English  
英式英语

 Elementary to Upper-Intermediate  
初级至高等中级



Intensive courses ideal for effective language improvement in a wide range of industries, professions and work skills.

针对多个行业、职业及工作技能的精读英语课程，有效迅速提升语言能力。

■ The course offers key language points, useful phrases and strategies for different industries, professions and skills.

■ 课程讲解有关不同行业、职业及工作技能的重点语言、实用用语及应用技巧。

■ Motivating role-plays and interactive exercises give students immediate practice.

■ 生动有趣的角色扮演及互动练习为学生提供即时实践。

■ Focus on specific skills makes the series great for corporate training.

■ 课程集中针对特定工作技能，特别适合企业培训。

■ This is an ideal supplement for a regular course or a stand-alone specialist intensive course (25–30 hours) or for self-study.

■ 课程可配合其他课程使用，也可独立作为专业精读课程（25–30小时）或用于自学。



Student Resources 学生资源：  
<https://elt.oup.com/student/express/>

See also 同时参考辅助教材：

- International Express

page 49

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- Business Grammar and Practice

page 76

第76页
- Oxford Business English Dictionary

page 91

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# Oxford English for Careers

Eric H. Glendinning, James Greenan, Tony Grice, Keith Harding and other authors

 British English  
英式英语

 Elementary to Advanced  
初等中级至高级



Students on vocational specialist courses grasp professional language and skills with immediate applicability to the workplace.

职专学生通过此课程掌握工作中使用的专业语言及技巧。

■ Up-to-date contents are written by industry insiders.

■ 最新的课程内容由业内人士编写。

■ Students learn English in context to apply to real situations.

■ 学生在课文语境学习英语，了解如何学以致用。

■ Authentic profiles of professionals in ‘It’s my job’ feature offer inspiring insights into the industries.

■ “这是我的工作”专题附有真实的专业人士档案，提供富有启发性的业内信息。

■ Specialist backgrounds of industries and industry tips support non-expert teachers.

■ 行业背景介绍及行业技巧支持没有相关专业背景的教师。

■ Additional tests allow teachers to test students’ grasp of grammar easily.

■ 附加测验帮助教师检测学生的语法学习进度。

Student Resources 学生资源：  
<https://elt.oup.com/student/oefc/>

See also 同时参考辅助教材：

- Business Grammar and Practice

page 76

第76页
- Oxford Business English Dictionary

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# English for Work

 International English  
国际英语

 Elementary to Intermediate  
初级至中级



3-level online practice equips in-work and pre-work students with the skills they need to excel in the workplace.

Telephoning, Socializing and Writing. Activities are highly practical, and immediately transferable to the workplace.

三个级别的在线练习帮助在职或将要入职的学生学到工作所需的英语技能。每个级别包含三个技能：电话、社交和写作。实用的练习活动可立即应用于职场。

■ Telephoning skills familiarizes learners with all aspects of making a call.

■ 电话技能让学习者熟悉电话沟通的各个环节。

■ Socializing skills develops the softer conversational skills students need in and outside work.


■ 社交技能培养学习者工作内外所需的会话软技能。


■ Writing skills enables students to write clearly and persuasively at work.

■ 写作技能让学习者在工作中的写作清晰且有说服力。

# Successful Series

John Hughes and Andrew Mallett

 British English  
英式英语

 Intermediate to Advanced  
中级至高级



Video-led courses teach students the language skills for confident and effective communication in meetings and presentations.

视频教学课程帮助学生掌握语言技巧，让他们在会议及汇报中自信而有效地表达意见。

■ Business and language skills are combined.

■ 课程合并商务及语言技巧。

■ Every unit includes a section on business skills, language work, and a productive task.

■ 每个单元由商务技巧部分、语言学习部分及实务任务组成。

■ Specialist coach Andrew Mallett explains presentation strategies and techniques for practice in different skills.

■ 专家教练Andrew Mallett讲解汇报窍门及不同技巧的练习方法。

■ Eight reading texts summarize the main points of each unit.

■ 八个阅读文本总结每个单元的重点。

■ Video of authentic presentations and meetings provides model language and examples of skills in practice.

■ 真实的汇报及会议视频演示标准用语及技巧应用实例。

See also 同时参考辅助教材：

- Business Grammar and Practice

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- Oxford Business English Dictionary

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● Medicine

Recommended for Self-Study

自学利器 课外拓展



● Successful Presentations



● Successful Meetings