



BUSINESS CONVERSATION

Asst. Prof. Saovapa Wichadee

B.A (English) Kasetsart University
M.Ed. (English) Srinakharinwirot University

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Bangkok University

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PREFACE

Business Conversation is designed for continuing education program students who enroll in EN 311, 312 courses. The 20 units have been organized to provide the most common business communication situations. The book aims to develop the fluency and language competence of students by giving them a lot of opportunities to practice the typical language of those situations. Each unit begins with a warm-up activity introducing the main language point or subject area of the unit. This is used as a way of focusing students' attention on the subject concerned or helping them to exchange views through questions. Then students will study closely the main language point accompanied by dialogues and patterns commonly used in the business area. In addition, through the conversation practice section which includes information exchange, answering questions, role plays, and presentations within the business context, students are trained to speak with more confidence. I hope this textbook will provide enough conversational skill practice in business area useful for the students and anyone using English in working situations.

Asst. Prof. Saovapa Wichadee

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