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3 Effective A Ways of communicating Suggestions: Have you considered installing a new system? communication Vocabulary ways of communicating: video-conferencing, send an email page 14 B Virtual teams Opinions:What do you think? I see what you mean, but ... Review 1 page 18 4 Finding work A Applying for a job Writing a covering letter: I am available for

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3 Contents UNIT 1 On the phone 4 Transcripts 64 Answer Key 75 UNIT 9 Time management 36 UNIT 10 Advertising 40 UNIT 11 Trading 44 UNIT 12 Reporting 48 UNIT 13 ...

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UNIT GOALS • contacting companies by phone • making small talk on the phone PART A Getting through • language: trying to get through (I'll call again later) PART B Starting and ending a call • language: starting a call (Hi, Stuart. It's Mike) ending a call (Right, I'll let you get on) TALKING POINT (page 6)

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