

Professional English In Use Engineering

English for Science and Engineering Professional English in Use English in Medicine Professional English in Use Engineering Professional English in Use: Finance A Scientific Approach to Writing for Engineers and Scientists Professional English in Use Medicine A Guide to the Project Management Body of Knowledge (PMBOK(R) Guide-Sixth Edition / Agile Practice Guide Bundle (HINDI) Professional English in Use: ICT Professional English in Use Engineering with Answers Technical English Inside Graduate Admissions Pass the Civil Professional Engineering (Pe) Exam Guide Book Business Start-Up 2 Student's Book Engineering Your Future Confessions of an Economic Hit Man Cambridge English for Engineering Cambridge English for Scientists Student's Book with Audio CDs (2) Professional English in Use Law Email and Commercial Correspondence Professional English in Use Management with Answers Professional Engineering Practice (2nd Ed.) Grammar for Business with Audio CD Cambridge English for Human Resources Student's Book with Audio CDs (2) Oxford English for Electrical and Mechanical Engineering English for Professional and Academic Purposes Professional Communication in Engineering English for Business Communication Chemical Engineering Design Engineering Stories Technical English Level 3 Coursebook Welcome Teacher's Book Medicine English as a Global Language Take-off Scientific English Cambridge English for the Media Petroleum Production Engineering, A Computer-Assisted Approach MLA Handbook for Writers of Research Papers Cambridge Learner's Dictionary with CD-ROM

English for Science and Engineering

Professional English in Use

Perkins, a former chief economist at a Boston strategic-consulting firm, confesses he was an "economic hit man" for 10 years, helping U.S. intelligence agencies and multinationals cajole and blackmail foreign leaders into serving U.S. foreign policy and awarding lucrative contracts to American business.

English in Medicine

Professional English in Use Medicine contains 60 units covering a wide variety of medical vocabulary. Topics include diseases and symptoms, investigations, treatment, examining and prevention. The book also introduces general medical vocabulary related to parts and functions of the body, medical and para-medical personnel, education and training, research, and presentations. Professional English in Use Medicine has been carefully researched using the Institute for Applied Language Studies medical corpus and is a must for teachers of medical English and for medical practitioners who need to use English at work, either in their own country or abroad.

Professional English in Use Engineering

Authored by a qualified engineer with professional experience in both engineering

and English language teaching, the book covers essential technical English vocabulary in context. Over 1000 words and phrases are presented to help engineers or engineering students better communicate in English on the job, using a format designed to make self-study more intuitive-- words and expressions are explained on the left-hand pages, and practice activities are on the right hand pages. Suitable for Upper Intermediate level learners of English (CEF B1-B2).

Professional English in Use: Finance

"Professional English in Use Finance" contains 50 units covering the most up-to-day financial vocabulary, from accounting to borrowing and lending, central banking to venture capital and many more areas including financial idioms and metaphors. Suitable for self-study or classroom use.

A Scientific Approach to Writing for Engineers and Scientists

English in academic and professional settings has received great attention over the last 50 years, as its use has become a key asset for anyone interested in improving his/her chances of communicating internationally. However, it still offers rich opportunities for teachers and researchers working on English in specific settings. The aim of English for Professional and Academic Purposes is to offer an overview of several topics within the field of discourse analysis applied to English in academic and professional domains. The book compiles contributions from different origins, ranging from Japan to the USA and several European countries, and covers English as a native, second, foreign and international language. It also deals with various specialities, including academic writing, business discourse or English for medicine, nursing, maritime industry and science and engineering. This volume is divided into three sections: Discourse Analysis of English for Academic Purposes, Professional English and EPAP Pedagogy, since it was conceived as a contribution to the research on how English is analysed as both the discourse of and for effective communication in academic and professional settings, and how it can be applied to teaching. This manuscript offers some fresh insights for those involved or interested in this field of expertise, in an attempt to shed some light on its latest innovations.

Professional English in Use Medicine

This book gives an inside view of real engineers communicating in a modern aerospace engineering environment. Using many authentic texts and language examples, the author describes the writing of specifications and requirements, engineering proposals, executive summaries and other communication tasks.

A Guide to the Project Management Body of Knowledge (PMBOK(R) Guide-Sixth Edition / Agile Practice Guide Bundle (HINDI)

Essential grammar reference and practice for anyone using English in a business context. Grammar for Business is a must-have for intermediate business students and anyone using English in the workplace. It provides clear explanations and

authentic practice of the most essential language used in business English. Designed to help you improve your communication skills in real business situations, it includes a unique focus on spoken as well as written grammar, and practical tips on areas such as organising presentations, negotiating and giving your opinion. Ideal for classroom use and self study.

Professional English in Use: ICT

Take-Off: Technical English for Engineering Teacher's Book Take-Off has been designed for non-native speakers of English who are studying Engineering (NVQ Level 2 and above). The aeronautical context is particularly aimed at technicians and engineers who are going on to work in the aeronautics industry. Take-Off is an ESP course for intermediate-level students. Unlike many ESP courses, it teaches genuine transferable skills and is ideal for students who need to further their technical training in English. The focus is on skills development, using relevant contexts, with grammar taking a strong supporting role. Reading and listening development is dealt with in the context of understanding instructions and information in technical manuals. Students develop the speaking skills of asking for and giving factual information, and the writing skills necessary to complete workplace documentation, such as accident reports and safety assessments. Take-Off uses a communicative methodology, with graded tasks that are careful scaffolded to involve and motivate the students, providing them with a clear sense of achievement. The wide variety of texts and task types will appeal to a broad range of ages and nationalities. There are also comprehensive word lists and a glossary of terms for student reference. A bank of tests are provided online. Please contact us if you have purchased the book and would like access to these tests.

Key Features

- Practical skills developed for dealing with oral and written instructions and documentation
- Task-based approach ensures achievable lesson outcomes
- Variety of texts and tasks on a wide range of aeronautical topics
- Two review sections to consolidate skills and vocabulary knowledge
- Glossary and electrical appendix
- Audio CDs for further self-study and homework

Accompanying Course Book, Workbook and Interactive Media Book also available.

Professional English in Use Engineering with Answers

This collection of essays provides key insights into the role of the professional engineer and in particular the nature of professional engineering judgement: what it is, how to get it, how and when to use it. The author also draws upon his experience in the process industries to answer some crucial questions, including: What obligations are placed upon you as a professional? What is the value of a bar stool to a professional engineer? Why Galileo's trial in 1633 is still relevant to engineers today.

Technical English

If you write emails and letters as part of your work, then this book is for you. By applying the suggested guidelines, you will stand a much greater chance of getting the desired reply to your emails in the shortest time possible. Some of the key guidelines covered include: Write meaningful subject lines - otherwise recipients

may not even open your mail. Always put the most important point in the first line - otherwise the reader may not read it. Be concise and only mention what is truly relevant. Write the minimum amount possible - you will also make fewer mistakes! Be a little too formal than too informal - you don't want to offend anyone. If you have two long important things to say, say them in separate emails. Give clear instructions and reasonable deadlines. If you need people to cooperate with you, it is essential to highlight the benefits for them of cooperating with you. Empathize with your recipient's busy workload. Never translate typical phrases literally - learn equivalent phrases. The book concludes with a chapter of useful phrases. There is also a brief introduction for trainers on how to teach Business / Commercial English.

Inside Graduate Admissions

A SCIENTIFIC APPROACH TO WRITING Technical ideas may be solid or even groundbreaking, but if these ideas cannot be clearly communicated, reviewers of technical documents—e.g., proposals for research funding, articles submitted to scientific journals, and business plans to commercialize technology—are likely to reject the argument for advancing these ideas. The problem is that many engineers and scientists, entirely comfortable with the logic and principles of mathematics and science, treat writing as if it possesses none of these attributes. The absence of a systematic framework for writing often results in sentences that are difficult to follow or arguments that leave reviewers scratching their heads. This book fixes that problem by presenting a “scientific” approach to writing that mirrors the sensibilities of scientists and engineers, an approach based on an easily-discernable set of principles. Rather than merely stating rules for English grammar and composition, this book explains the reasons behind these rules and shows that good reasons can guide every writing decision. This resource is also well suited for the growing number of scientists and engineers in the U.S. and elsewhere who speak English as a second language, as well as for anyone else who just wants to be understood.

Pass the Civil Professional Engineering (Pe) Exam Guide Book

Business Start-Up 2 Student's Book

Engineering Your Future

Authored by a qualified engineer with professional experience in both engineering and English language teaching, the book covers essential technical English vocabulary in context. Over 1000 words and phrases are presented to help engineers or engineering students better communicate in English on the job, using a format designed to make self-study more intuitive-- words and expressions are explained on the left-hand pages, and practice activities are on the right hand pages. Suitable for Upper Intermediate level learners of English (CEF B1-B2).

Confessions of an Economic Hit Man

Technical English Level 3 covers the core language and skills that students need to communicate successfully in all technical and industrial specifications.

Cambridge English for Engineering

The Pass the Civil Professional Engineering (P.E.) Exam Guide Book was developed because practice is the most essential component to passing the Civil Professional Engineering (P.E.) Exam. Training with materials similar in format, timing, language, and style will help to master the exam when it counts the most. The passthecivilPE Guide Book provides necessary information in the form of a combined practice exam and study guide that will deliver utmost confidence for the passing the Civil Professional Engineering (P.E.) Exam.

Cambridge English for Scientists Student's Book with Audio CDs (2)

A collection of realistic engineering adventure stories. Ken Hardman connects the design and development process taught in engineering school to the exciting challenges faced every day in real engineering practice.--Back cover.

Professional English in Use Law

David Crystal's classic English as a Global Language considers the history, present status and future of the English language, focusing on its role as the leading international language. English has been deemed the most 'successful' language ever, with 1500 million speakers internationally, presenting a difficult task to those who wish to investigate it in its entirety. However, Crystal explores the subject in a measured but engaging way, always backing up observations with facts and figures. Written in a detailed and fascinating manner, this is a book written by an expert both for specialists in the subject and for general readers interested in the English language.

Email and Commercial Correspondence

Advanced degrees are necessary for careers that once required only a college education. Yet little has been written about who gets into grad school and why. Julie Posselt pulls back the curtain on this secret process, revealing how faculty evaluate applicants in top-ranked doctoral programs in the humanities, social sciences, and natural sciences.

Professional English in Use Management with Answers

" is a four-skills course designed to build both fluency and accuracy in tertiary students enrolled in science and engineering programs."--Page 4 of cover.

Professional Engineering Practice (2nd Ed.)

To support the broadening spectrum of project delivery approaches, PMI is offering

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition as a bundle with its latest, the Agile Practice Guide. The PMBOK® Guide – Sixth Edition now contains detailed information about agile; while the Agile Practice Guide, created in partnership with Agile Alliance®, serves as a bridge to connect waterfall and agile. Together they are a powerful tool for project managers. The PMBOK® Guide – Sixth Edition – PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market. Agile Practice Guide has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition, and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

Grammar for Business with Audio CD

Round out your technical engineering abilities with the business know-how you need to succeed. Technical competency, the "hard side" of engineering and other technical professions, is necessary but not sufficient for success in business. Young engineers must also develop nontechnical or "soft-side" competencies like communication, marketing, ethics, business accounting, and law and management in order to fully realize their potential in the workplace. This updated edition of *Engineering Your Future* is the go-to resource on the nontechnical aspects of professional practice for engineering students and young technical professionals alike. The content is explicitly linked to current efforts in the reform of engineering education including ABET's Engineering Criteria 2000, ASCE's Body of Knowledge, and those being undertaken by ASEE, AIChE and ASME. The book treats essential nontechnical topics you'll encounter in your career, like self-management, interpersonal relationships, teamwork, project and total quality management, design, construction, manufacturing, engineering economics, organizational structures, business accounting, and much more. Features new to this revised edition include: A stronger emphasis on management and leadership A focus on personal growth and developing relationships Expanded treatment of project management Coverage of how to develop a quality culture and ways to encourage creative and innovative thinking A discussion of how the results of design, the root of engineering, come to fruition in constructing and manufacturing, the fruit of engineering New information on accounting principles that can be used in your career-long financial planning An in-depth treatment of how engineering students and young practitioners can and should anticipate, participate in, and ultimately effect change If you're a student or young practitioner starting your engineering career, *Engineering Your Future* is essential reading.

Cambridge English for Human Resources Student's Book with

Audio CDs (2)

A must have for MBA students and professional managers who need to use English at work. A part of the hugely popular Professional English in Use series, this book offers management vocabulary reference and practice for learners of intermediate level and above (B1-C1). Key MBA topics, including Leadership, Change Management and Finance are presented through real business case studies. The course is informed by the Cambridge International Corpus to ensure that the language taught is up-to-date and frequently used. Primarily designed as a self-study, the book can also be used for classroom work and one-to-one lessons. This book is a must for both students of MBA or other Business programmes and professionals who need management English.

Oxford English for Electrical and Mechanical Engineering

Summary: "Cambridge English for Human Resources covers a wide range of topics of concern to human resources and personnel development, from understanding the essentials of resourcing and outsourcing through to strategic HR. The ten standalone units allow learners to focus on the areas of HR and Personnel Development most important to them. As well as teaching the specialist vocabulary and theory of HR, the course also develops job-specific skills such as coaching, designing and implementing appraisal systems, managing conflict and others."--Cambridge website, viewed 1st Sept, 2011.

English for Professional and Academic Purposes

Part I: Process design -- Introduction to design -- Process flowsheet development -- Utilities and energy efficient design -- Process simulation -- Instrumentation and process control -- Materials of construction -- Capital cost estimating -- Estimating revenues and production costs -- Economic evaluation of projects -- Safety and loss prevention -- General site considerations -- Optimization in design -- Part II: Plant design -- Equipment selection, specification and design -- Design of pressure vessels -- Design of reactors and mixers -- Separation of fluids -- Separation columns (distillation, absorption and extraction) -- Specification and design of solids-handling equipment -- Heat transfer equipment -- Transport and storage of fluids.

Professional Communication in Engineering

English for Business Communication

"Professional English in Use Medicine contains 60 units covering a wide variety of medical vocabulary. Topics include diseases and symptoms, investigations, treatment, examining and prevention. The book also introduces general medical vocabulary related to parts and functions of the body, medical and para-medical personnel, education and training, research, and presentations. Professional English in Use Medicine has been carefully researched using the Institute for Applied Language Studies medical corpus and is a must for teachers of medical

English and for medical practitioners who need to use English at work, either in their own country or abroad."--Publisher's website.

Chemical Engineering Design

This entertaining and highly readable book gives anyone writing in the sciences a clear and easy-to-follow guide to the English language. * Includes cartoons and humorous illustrations that help reinforce important concepts * Provides a glossary that allows readers to easily reference the meanings of grammatical terms used in the book * Incorporates a wide variety of quotations to provide humor, make points, or reinforce key concepts * Includes an entire chapter on electronic media as well as new material on self-editing

Engineering Stories

Technical English Level 3 Coursebook

Welcome Teacher's Book

Welcome! is an intermediate level course for people who need to use or who are preparing to use English in their day-to-day work in the tourism, hospitality and travel industries. Welcome! is for people working or planning to work in the tourism, hospitality and travel industries. The core language skills are developed through a wide range of work-related tasks. Particular emphasis is placed on realistic and integrated communication tasks which give students the opportunity to build confidence and improve fluency. The second edition includes updated content, extensive practice in writing emails and further communication activities aimed specifically at busy professionals.

Medicine

Cambridge English for Scientists is a short course (40-60 hours) for student and professional scientists.

English as a Global Language

Professional English in Use Law is a brand new addition to the Professional English in Use series.

Take-off

The course aims to encourage the development of English and technical skills in the Electrical and Mechanical Engineering fields.

Scientific English

Ideal for PET and FCE preparation Packed full of useful study extras, the Cambridge

Learner's Dictionary helps you on your way to becoming a confident, natural English speaker. With clear definitions, written especially for intermediate level students, and thousands of examples that put the language into context, this dictionary is an invaluable companion, whether you are learning English for work or pleasure, or preparing for an exam. The best bits of the dictionary * NEW! Improved and expanded study pages include the innovative 'Talk' section, focussing on conversation, and how people really speak in day-to-day situations. * NEW! Word Partner boxes show how words are used together, helping you develop natural sounding English. * NEW! Special 'new words' section focuses on the latest words to enter the English language, ensuring that the language you learn is always up to date. * NEW! Thesaurus boxes make your English sound more natural by providing alternatives to over-used words, helping you to widen your vocabulary. * Learner Error notes taken from the Cambridge Learner Corpus - based on real student errors from Cambridge ESOL papers - help you to avoid typical mistakes. The Cambridge Learner's Dictionary CD-ROM includes the whole dictionary in a handy searchable format and much more, too! You can listen to every word in British and American English - and even record yourself for comparison. The best bits of the CD-ROM * UNIQUE! SMART thesaurus helps build vocabulary and allows you to create topic-related word lists at the click of a button. * QUICKfind, a mini pop-up version of the dictionary, lets you look up words as you work with no effort. * Hundreds of interactive vocabulary practice exercises - to use on-screen, or print out for classroom use - help you to monitor your progress.

Cambridge English for the Media

Business Start-up is a two-level course for beginners and false beginners who need English for their work. It takes low-level students up to the point where they can start preparing for the BEC Preliminary Examination (early B1 level) and provides a solid foundation for further learning. The Student's Books bring reality to even the most basic levels of language learning through the presentation of natural language in authentic contexts, a regular focus on real companies and products, and practice in the communication skills that professionals really need. Audio recordings for the rich listening material are available on separate CDs. The A5 size Workbooks come with a CD-ROM/Audio CD offering self-study grammar and vocabulary activities, as well as listening practice on the move. The Teacher's Books include full classroom notes, additional communicative practice activities and regular progress tests, plus an end of course/placement test.

Petroleum Production Engineering, A Computer-Assisted Approach

This textbook provides a comprehensive introduction for students and professionals who are studying English for business or workplace communication and covers both spoken and written English. Based on up-to-date research in business communication and incorporating an international range of real-world authentic texts, this book deals with the realities of communication in business today. Key features of this book include: use of English in social media that reflects recent trends in business communication; coverage of the concept of communicative competence; analysis of email communication; introduction to

informal English and English for socialisation as well as goodwill messages, such as thank you or appreciation messages, which are a part of everyday interaction in the workplace; examination of persuasive messages and ways to understand such messages; an e-resources website that includes authentic examples of different workplace genres and a reference section covering relevant research studies and weblinks for readers to better understand the topics covered in each chapter. This book goes beyond the traditional coverage of business English to provide a broad and practical textbook for those studying English in a workplace setting.

MLA Handbook for Writers of Research Papers

Provides guidelines and examples for handling research, outlining, spelling, punctuation, formatting, and documentation.

Cambridge Learner's Dictionary with CD-ROM

Petroleum Production Engineering, A Computer-Assisted Approach provides handy guidelines to designing, analyzing and optimizing petroleum production systems. Broken into four parts, this book covers the full scope of petroleum production engineering, featuring stepwise calculations and computer-based spreadsheet programs. Part one contains discussions of petroleum production engineering fundamentals, empirical models for production decline analysis, and the performance of oil and natural gas wells. Part two presents principles of designing and selecting the main components of petroleum production systems including: well tubing, separation and dehydration systems, liquid pumps, gas compressors, and pipelines for oil and gas transportation. Part three introduces artificial lift methods, including sucker rod pumping systems, gas lift technology, electrical submersible pumps and other artificial lift systems. Part four is comprised of production enhancement techniques including, identifying well problems, designing acidizing jobs, guidelines to hydraulic fracturing and job evaluation techniques, and production optimization techniques. *Provides complete coverage of the latest techniques used for designing and analyzing petroleum production systems *Increases efficiency and addresses common problems by utilizing the computer-based solutions discussed within the book * Presents principles of designing and selecting the main components of petroleum production systems

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