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# Introduction

*Skills and Functions in Business English* is a skills-based book intended for students of business and economics who have reached a lower intermediate level in English.

Its aim is to develop in learners reading skills so as to enable them to approach texts used in business and economics in such a way as to understand meanings through reference, inference and guessing. This will help learners to read and understand texts used in their own field of studies at the University.

Business functions are developed through a range of stimulating, realistic and communicative activities, which are challenging and creative.

The book is divided into two parts: the first part is devoted to a history of economics and is based on authentic texts. The second part deals with modern issues in business management and provides learners with problems that appear in modern business, as well as a variety of terms used in such situations. The concern of the writers lies with the business jargon used in the specific business situations and with offering learners ways to understand, use and consolidate this specific terminology as well as enable them to tackle the key functional areas of business interaction.

*Skills and Functions in Business English* gives students the chance to do both controlled practice in the most important reading skills, and to relate the language used to their own reading experience.

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