

OBSAH

1. SOCIALIZING	str. 1
2. TELEPHONING	str. 13
3. MAKING ARRANGEMENTS	str. 19
4. COMPANY MEETINGS	str. 23
5. MAKING PRESENTATIONS	str. 33
6. DESCRIBING TRENDS	str. 41
7. CONDITIONS AND SPECIFICATIONS	str. 49
8. ENQUIRY – OFFER – ORDER	str. 57
9. DELIVERY – COMPLAINT – COMPENSATION ...	str. 67
10. EMPLOYMENT	str. 77
11. NEGOTIATION	str. 91
12. ENTERPRISE	str. 101
13. SOME USEFUL EXPRESSIONS FOR FLUENT SPEECH	str. 109
14. SOME USEFUL PHRASAL VERBS USED IN BUSINESS	str. 115
15. KEY AND LISTENING	str. 123
16. POUŽITÁ LITERATURA	str. 151