

OBSAH

1. SOCIALIZING	str. 3
2. TELEPHONING	str. 15
3. MAKING ARRANGEMENTS	str. 21
4. COMPANY MEETINGS	str. 25
5. MAKING PRESENTATIONS	str. 35
6. DESCRIBING TRENDS	str. 43
7. CONDITIONS AND SPECIFICATIONS	str. 51
8. ENQUIRY – OFFER – ORDER	str. 59
9. DELIVERY – COMPLAINT – COMPENSATION	str. 69
10. EMPLOYMENT	str. 79
11. NEGOTIATION	str. 93
12. ENTERPRISE	str. 103
13. SOME USEFUL EXPRESSIONS FOR FLUENT SPEECH	str. 111
14. SOME USEFUL PHRASAL VERBS USED IN BUSINESS	str. 119
15. KEY AND LISTENING	str. 127
16. POUŽITÁ LITERATURA	str. 155