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this book is designed to help students of english understand spoken language as it is encountered in everyday business and social situations in english speaking environments around the world it provides information about the social and business conventions of spoken english such as talking about plans and intentions agreeing and disagreeing politely checking meaning and giving feedback and using telephoning and interview strategies

this book along with its audio recording has been designed to help intermediate students of english understand spoken language as it is encountered in everyday situations in australia

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