



**Collins**

English for Work

# Workplace English

James Schofield

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**Collins Workplace English** James Schofield, 2012-01-05 This is a self study course for elementary level working adults who need English in the workplace It is designed to equip office workers receptionists with the key vocabulary they require to understand English on the phone when greeting foreign visitors making meeting and travel arrangements and dealing with problems      **Workplace Plus** Joan M. Saslow, Tim Collins, 2001 Workplace Plus an innovative four level standards based

English course readies adults for self sufficiency in the three principal areas of their lives the workplace the community and the home Workplace Plus integrates the CASAS life skill competencies and SCANS Competencies and Foundation Skills with a complete language syllabus and relevant and practical social language Workplace Plus 1 by Joan Saslow and Tim Collins is written for beginning learners It rapidly enables them to understand spoken and written general employment related language communicate in their own words outside of an English class understand the culture and behavioral expectations of their new environment and workplace Workplace Plus is correlated to the following national standards SCANS Competencies and Foundation Skills CASAS Life Skill Competencies and EFF Content Standards All correlations are downloadable from the Workplace Plus companion website      **Workplace English: Meet Jasmine goodman** James Schofield, 2012

**Workplace Writing** Stephen Bremner, 2017-09-18 Workplace Writing Beyond the Text draws together a wealth of research into different aspects of writing in workplace settings creating a comprehensive picture of workplace writing and covering factors and activities that go far beyond the text In a full analysis of the challenges facing the student writer transitioning from the academy to the workplace this book covers topics ranging from intertextuality and collaborative writing practices to considerations of power and politeness and the impact of organisational culture and processes of socialisation brings together the multiple often interlinked factors that surround and impact on the process of workplace writing and the texts produced in professional settings takes a close look at the pedagogical implications of the various issues relating to workplace writing serves as a resource for teachers who want to go beyond potentially simplistic accounts of writing in the workplace and to provide students with a richer picture of what happens there Workplace Writing will be essential reading for any students pre and in service teachers and researchers with an interest in professional and business discourse and language teaching for specific purposes      **Workplace Plus** Joan M. Saslow, Tim Collins, 2002-09 With a focus

on valuable life skills work skills and language the Workplace Plus series prepares adults to function successfully at work and within an English speaking community It provides practical conversations listening speaking reading and writing practice

*English Journal* , 1998      *Germs in the English Workplace, c.1880-1945* Laura Newman, 2021-02-15 This book looks at how the workplace was transformed through a greater awareness of the roles that germs played in English working lives from c 1880 to 1945 Cutting across a diverse array of occupational settings such as the domestic kitchen the milking shed

the factory and the Post Office it offers new perspectives on the history of the germ sciences It brings to light the ways in which germ scientists sought to transform English working lives through new types of technical and educational interventions that sought to both eradicate and instrumentalise germs It then asks how we can measure and judge the success of such interventions by tracing how workers responded to the potential applications of the germ sciences through their participation in friendly societies trade unions colleges and volunteer organisations Throughout the book close attention is paid to reconstructing vernacular traditions of working with invisible life in order to better understand both the successes and failures of the germ sciences to transform the working practices and material conditions of different workplaces The result is a more diverse history of the peoples politics and practices that went into shaping the germ sciences in late nineteenth and early twentieth century England

*Resources in Education* ,1999-04 McCallum's Top Workplace Relations Cases Ronald Clive McCallum,2008 McCallum s Top Workplace Relations Cases was previously published by CCH Australia Destined to be a classic this title by renowned IR authority Professor Ron McCallum examines the facts the reasoning and the holdings in 35 decisions graphically illustrating how labour law and especially the employment relationship really works in Australia The book covers Rules governing when a worker is an employee or contractor Sources of labour and employment law Awards agreements statutes Incorporation of material into employment contracts Duties placed on employees and employers including the ownership of intellectual property and mutual trust and confidence Matters beyond employment simplicities such as working from home and Termination of employment including notice and the nature of unfair dismissal

**Introducing Business English** Catherine Nickerson,Brigitte Planken,2015-09-16 Introducing Business English provides a comprehensive overview of this topic situating the concepts of Business English and English for Specific Business Purposes within the wider field of English for Special Purposes This book draws on contemporary teaching and research contexts to demonstrate the growing importance of English within international business communication Covering both spoken and written aspects of Business English this book examines key topics within Business English including teaching Business English as a lingua franca intercultural business interactions blended learning and web based communication discusses the latest research on each topic and possible future directions features tasks and practical examples a section on course design and further resources Written by two leading researchers and teachers Introducing Business English is a must read for advanced undergraduate and postgraduate students studying Business English Business English as a Lingua Franca and English for Specific Business Purposes

*Workplace Bullying and Mobbing in the United States* Maureen Duffy,David C. Yamada,2018-01-04 Offering multidisciplinary research and analysis on workplace bullying and mobbing this two volume set explores the prevalence of these behaviors in sectors ranging from K 12 education to corporate environments and exposes their effects on both individuals and organizations Workplace Bullying and Mobbing in the United States provides a comprehensive overview of the nature and scope of the problem of workplace bullying and

mobbing By tapping the knowledge of a breadth of subject experts and interpreting contemporary survey data this resource examines the impact of bullying and mobbing on targets identifies what constitutes effective prevention and intervention surveys the legal landscape for addressing the problem from both American and for multinational employers transnational perspectives and provides an analysis of key employment sectors with practical recommendations for prevention and amelioration of these behaviors The contributors to this outstanding work include researchers practitioners and policy and subject matter experts who are widely recognized as authorities on workplace bullying and mobbing including Drs Gary and Ruth Namie cofounders of the U S workplace anti bullying movement Drs Maureen Duffy and Len Sperry internationally recognized authorities on workplace mobbing and professor David Yamada leading expert on the legal aspects of workplace bullying The set s content will be of particular value to scholars and practitioners in disciplines that overlap with American labor and employee relations industrial organizational psychology and mental health and law and conflict resolution

*The Complexity of Workplace Humour* Barbara Plester, 2015-11-16 This book discusses boundaries for organizational humour as well as the jokers and jesters that enliven modern workplaces It has long been accepted that humour and tragedy can occupy the same space and that is eloquently demonstrated in this book Using ethnographic research techniques a selection of stories ruminations cartoons and narratives of events is combined with theoretical conceptions of humour and fun to create a comprehensive analysis of the good the bad and the downright ugly in organizational humour

**English for academic purposes : learning english through the web** Barahona Fuentes, Claudia; Arnó Macià, Elisabet; 2001 This is a virtual elective course for university students who need to use English in their academic work This means that this subject is not related to a particular degree course engineering biology law etc but it aims to help students develop their language learning skills and at the same time to foster extensive practice in language use with the Internet as the basic learning tool Therefore this is an instrumental course which is essentially practical and emphasizes communication rather than language study It differs from a traditional language course in that it has been designed basically as a tool to help students learn to learn English That is to say the syllabus is not based on specific language content graded in terms of difficulty but it is composed of a series of practical activities to encourage students to learn English effectively and independently by choosing materials suited to their level of English and to their learning style For this reason this course can be taken by students with different levels of English as long as they are familiar with the basic structures of the language and can more or less communicate in English

**A Kaleidoscope of Models and Strategies for Teaching English to Speakers of Other Languages** Deborah Norland Ph.D., Theresa Pruettt-Said, 2006-08-30 Written by teachers for teachers this is a practical introduction to models and strategies employed in the teaching of English language learners Each chapter discusses several models and or strategies by focusing on particular methods It gives the background of the method s development discusses practical examples and applications provides possible caveats and modifications and offers a list for further reading about the method

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Hernández-Gantes,William Blank,2008-10-09 Exploring the unique challenges of vocational education this book provides simple and straightforward advice on how to teach English Language Learners in the classroom in the laboratory or workshop and in work based learning settings **Faces of English Education** Lillian L. C. Wong,Ken Hyland,2017-04-28 Faces of English Education provides an accessible wide ranging introduction to current perspectives on English language education covering new areas of interest and recent studies in the field In seventeen specially commissioned chapters written by international experts and practitioners this book offers an authoritative discussion of theoretical issues and debates surrounding key topics such as identity motivation teacher education and classroom pedagogy discusses teaching from the perspective of the student as well as the teacher and features sections on both in and out of class learning showcases the latest teaching research and methods including MOOCs use of corpora and blended learning and addresses the interface between theory and practice analyses the different ways and contexts in which English is taught learned and used around the world Faces of English Education is essential reading for pre and in service teachers researchers in TESOL and applied linguistics and teacher educators as well as upper undergraduate and postgraduate students studying related topics

Creating Documents with Scientific Word and Scientific Workplace Roger H. Hunter,1995 *International Handbook of English Language Teaching* Jim Cummins,Chris Davison,2007-12-31 This two volume handbook provides a comprehensive examination of policy practice research and theory related to English language teaching ELT in international contexts Nearly 70 chapters highlight the research foundation for the best practices frameworks for policy decisions and areas of consensus and controversy in the teaching and development of English as a second and or additional language for kindergarten through to adult speakers of languages other than English In doing so it problematizes traditional dichotomies and challenges the very terms that provide the traditional foundations of the field A wide range of terms has been used to refer to the key players involved in the teaching and learning of the English language and to the enterprise of English language teaching as a whole At various times and in different contexts the following labels have been used in countries where English is the dominant language to describe programs learners or teachers of English English as a second language ESL English as an

additional language EAL limited English proficient LEP and English language learners ELL In contexts where EngUsh is not the dominant language the following terms have been used English as a foreign language EFL English as an international language EIL and English as a lingua franca ELF

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### **Collins Workplace English Introduction**

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