

Certificate in International Business English Training (Cert IBET)

Reading List

Pre-course reading:

Frendo, E. (2005) *How to Teach Business English*. Malaysia: Pearson Longman.
Particularly relevant for newcomers to Business English' is how the author himself describes the book.

A potential course book for Cert IBET:

Donna, S. (2000, 7th printing 2007) *Teaching Business English*. Cambridge: Cambridge University Press.
Practical focus on classroom procedures for teachers switching from general to business English; samples a tremendous range of experiences from different countries. This is a suitable core text for the Cert IBET.

For teachers new to Business English Teaching (BET): books written for English Language students that can help build up your background and confidence:

Bethell, G. and Aspinall, P. *Test Your Business Vocabulary in Use Intermediate*.
Edition with answers recommended

Emmerson, P. (2007) *The Business English Handbook*. Macmillan ELT

Mascull, B. *Business Vocabulary in Use*. Intermediate (2002) and Advanced (2004)
Editions with answers recommended

Milne, J. & Hill, J. (1994) *Business Language Practice*. Language Teaching Publications

Taylor, K. (2006) *50 Ways to Improve Your Business English Without Too Much Effort*. Oxford: Summertown Publishing.
This is the first in a growing series of highly readable books, including Presentation Skills in English, Telephoning and Teleconferencing etc, written for business people with little time to spare (just like teachers). Read them yourself first, then use with students.

For teachers new to Business English concepts: for a thorough grounding, try books written for students starting Business Studies:

Ashwin, A. et al (2008) *AS Business Studies*. London: Collins.
The material also comes in useful as authentic text when you are teaching pre-experience Business English students.

Trot, P. (2008 fourth edition) *Innovation Management and New Product Development*. Harlow: Pearson Education Limited.

Wall, S. and Rees, B. (2004 second edition) *International Business*. Harlow: Pearson Education Limited
This is an example of a text that might be used by Business Studies students at university and gives comprehensive coverage of concepts and developments in the field. Fabulous website at www.booksites.net/wallrees full of material which will help develop your understanding of business and which can be useful if you are teaching pre-experience students of Business English.

Relax and learn about business with books you can read in bed:

Bannatyne, D. (2006) *Anyone Can Do It: from an ice-cream van to Dragons' Den*. London: Orion Books Limited.

Branson, R. (2009) *Business Stripped Bare*. London: Virgin Books.

Wozniak, S. with Smith, G. (2006) *iWoz: the autobiography of the man who started the computer revolution* Great Britain: Headline Review.

Recipe books for Business English trainers

Baber, E. (2007) *Fifty Ways to Improve Your Business English Using the Internet*. Summertown Publishing

Barrett, B. and Sharma, P. (2003, reprinted 2005) *The Internet and Business English*. Oxford: Summertown Publishing Ltd
Plenty of lesson tips plus an excellent data bank of websites for specialities inside BE, e.g. accountancy, and a useful glossary.

Emmerson, P. and Hamilton, N. (2005) *5-minute Activities for Business English*. Cambridge: Cambridge University Press.

Holme, R. (1996) *ESP Ideas: Recipes for Teaching Academic and Professional English*. Longman

Irgoin, J., Tsai, B. & Lindstromberg. (1995) *Business English Recipes: A Creative Approach to Business English*. Longman

Kerridge, D. (1996) *International Business Role Plays*. Delta Publishing

Mawer, J. (1992) *Business Games*. Language Teaching Publications

Business English language teaching methodology

Brieger, N. (1997) *The York Associates Teaching Business English Handbook*. York: York Associates

Dudley-Evans, T. & St John, M. (1998) *Developments in English for Specific Purposes: A Multi-Disciplinary Approach*: Cambridge: Cambridge University Press

Ellis, M. & Johnson, C. (1994) *Teaching Business English*. Oxford: Oxford University Press

Harding, K. (2007) *English for Specific Purposes (Resource Books for Teachers)*. Oxford: Oxford University Press

Hutchinson, T., Waters, A., & Swan, M. *English for Specific Purposes*. (1987) Cambridge: Cambridge University Press

Osborne, P. (2007) *Teaching English One to One*. Keyways Publishing Ltd
Readily accessible to teachers with limited experience. *Teaching English One-to-One* gives a thorough overview of the ins and outs of teaching individualized English classes and is full of ideas and advice of benefit to both new and experienced teachers who know they could be doing a good job better.

Wilberg, P. (1987) *One to One: A Teacher's Handbook*. Language Teaching Publications

Useful ELT background reading

Dudenev, G. & Hockly, N. (2007) *How to Teach English with Technology*. Harlow: Pearson Education Limited.
You must be computer literate to be a Business English teacher; if you are a complete and irredeemable technophobe, give up Cert IBET right now.

Lewis, M. (1993) *The Lexical Approach; the state of ELT and a way forward*. Language Teaching Publications

Morrow, K. (ed.) (2004) *Insights from the Common European Framework (Describing English Language)*. Oxford: Oxford University Press

Nunan, D. (1988) *Syllabus Design*. Oxford: Oxford University Press

Richards, J., & Rodgers, T. (2001) *Approaches and Methods in Language Teaching*. Cambridge: Cambridge University Press

Tice, J. (1999) *The Mixed Ability Class*. Richmond Publishing

Willis, D, & Willis, J. (2007) *Doing Task-Based Teaching (Oxford Handbooks for Language Teachers)*. Oxford: Oxford University Press

Focus on the 'International' in Cert IBET

Gibson, R. (2002) *Intercultural Business Communication*. China: Oxford University Press.

Hofstede, G. (2004) *Cultures and Organizations: Software for the Mind*. McGraw-Hill Professional

Lewis, R. (2005) *When Cultures Collide: leading, team-working and managing across the globe*. Nicholas Brealey Publishing

Smith, D. (2008) *The Dragon and the Elephant; China, India and the New World Order*. Great Britain: Profile Books Limited.

A paperback written by an experienced journalist, easy to read, builds up your area knowledge and introduces themes business people are interested in.

Taylor, S. (2004 sixth edition) *Model Business Letters, E-mails and Other Business Documents*. Harlow: Pearson Education Limited

A reference guide giving many useful if rather formal models written by an author with worldwide, but especially Singaporean, experience.

Trompenaars, F. (1997) *Riding the Waves of Culture: understanding cultural diversity in business*. Nicholas Brealey Publishing

<http://www.business.gov> will take you to the official business link to the US Government and to abundant information on doing business there and on what US business people need to know about doing business abroad. There is a whole family of these sites, for instance:

http://www.business.gov.au	Australia	http://www.business.gov.nz	New Zealand
http://www.business.gov.cn	China	http://www.business.gov.ph	Philippines
http://www.business.gov.in	India	http://www.business.gov.sg	Singapore

<http://www.ft.com> will provide you with up to the minute news stories plus background articles from the Financial Times. You can choose which version of the paper suits your learning or teaching situation, simply click on UK, US, Europe, Asia, or Middle East from the home page.

Communication Skills Development and ESP (English for Specific Purposes) titles

Series available through major publishers:

Cambridge University Press

Communication skills: reports, negotiations, telephoning, and presentations

ESP titles: English for Engineering, Job-hunting, Medicine, the Media, Finance, Computing, Law, Marketing, Maritime and Hospitality.

www.cambridge.org/elt/catalogue/catalogue.asp?cid=10

Delta Publishing Series

Communication skills: meetings, negotiations, presenting, socialising, e-mailing, and telephoning.

ESP titles: financial English, banking English

www.deltapublishing.co.uk/titles/business-english/delta-business-communication-skills

Heinle (new owners of Summertown and Marshall Cavendish)

Communication skills: negotiations, presentations, telephoning, writing, meetings, management and marketing.

ESP titles: technical English, financial English, Energy English, and cabin crew.

<http://elt.heinle.com/cgi->

[telit/course_products_wp.pl?fid=M80&discipline_number=301&subject_code=BEG01](http://elt.heinle.com/cgi-telit/course_products_wp.pl?fid=M80&discipline_number=301&subject_code=BEG01)

Longman

Communication skills: correspondence skills, meetings, socialising, presentations (with facts and figures), and negotiations

ESP titles: technical English, tourism, banking and finance

<http://eltcatalogue.pearsoned-ema.com/>

Macmillan Education

Communication skills: presenting, networking, email and telephoning.

ESP titles: military, aviation and law enforcement.

www.macmillanenglish.com/ProductType.aspx?id=28242

Oxford University Press

Communication skills: negotiations, presentations, emails, telephoning, meetings, commercial and legal correspondence,

ESP titles: energy industry, technical, medicine and nursing, industrial and scientific sectors, human resources, commercial, electronics, and careers.

www.oup.com/elt/catalogue/general/business/?cc=gb

Dictionaries

Longman Business English Dictionary: 2007

Oxford Business English Dictionary for learners of English: 2005

Useful websites

www.bbc.co.uk/worldservice/learningenglish/business

Lots here for teachers and students: advice, vocabulary exercises etc

www.teachingenglish.org.uk/think/articles/controversies-business-english

A lively and relevant discussion site

www.longmanpearson.com

There are lots of online activities and free resources for learners of business English, fun online activities, downloads of free support materials and helpful tips on learning and teaching. Many other publishers offer similar sites.

<http://is.gd/2orfY>.

An excellent website and list of resources for cross-cultural training

www.businesslink.gov.uk

UK resource and advice for companies involved in business

www.onlineclasses.org/2009/10/07/50-great-games-to-sharpen-your-business-skills/

Computer games

<http://www.businessenglishonline.net/>

Classroom resources for business English trainers

http://esl.about.com/od/businessspeaking/Business_English_Speaking_Skills_for_the_ESP_Workplace.htm

Useful classroom resources for business English trainers

<http://www.pearsonlongman.com/business/teachers/business-resources/index.html>

Resources for teachers

<http://peo.cambridge.org/>

Professional English website from Cambridge University Press

<http://www.koganpage.com/resources>

Resources for business

Regular reading for Business English trainers

The following information comes from <http://www.student-subscription-service.co.uk>

This site has further magazines that you, your students, and your LTO might be interested in.

The Economist, 'is international in editorial scope. Each week it reports, comments upon and analyses developments in world politics, business, economics and finance, with regular editorial topics including: Britain, America and Europe. International Report, International Business and Finance, Science and Technology, Books and the Arts. In addition, monthly surveys focus on specific countries, markets or industries. If you take out a subscription (£81 pa) it includes free access to Economist.com'

Business Week Global Edition, 'in-depth coverage of the news that matters to you most. You'll gain a deeper understanding of the trends that drive growth, and the best practices that will keep you ahead of the competition. Our exclusive insight and notable columnists make Business Week the premier global news source to turn to. Your subscription (£73 pa) includes FREE online access. Printed in and sent from the U.S.'

I would suggest you get your institution to subscribe to whichever of these two magazines is most relevant to your clientele. Even with the student subscription rate, they are expensive and excellent though they are; I can never find the time to read much of them every week.

European Business, 'is the leading monthly business magazine written by Europeans for Europeans. It offers a unique, engaging view of the people and businesses driving the European economy. Each issue will feature exclusive interviews with big hitters, emerging entrepreneurs and players behind the scenes. European Business will produce special annual reports on the Top European Executives and Top Companies within Europe. For Movers, Shakers and Dealmakers! Stay ahead of the competition with this monthly magazine with incisive articles on business in Europe and the personalities that drive the European economy.' Annual subscription £23.95.

Financial Times, the UK daily business newspaper. An annual subscription for Monday-Saturday editions starts at £650.

You can also build a stock of company reports, you tube clips, DVD, brochures and media-related articles.

We hope you find this list useful. If you would like to comment on or particularly recommend any of the sources mentioned in this list or have a suggestion for a book or website that you think should be added then please contact Mark Rendell at: mark@englishuk.com