

Perfect Phrases For The Toefl Speaking And Writing Sections Perfect Phrases Series

Perfect Phrases for New Employee Orientation and Onboarding: Hundreds of ready-to-use phrases to train and retain your top talent
Perfect Phrases for Managers and Supervisors: Hundreds of Ready-to-Use Phrases for Any Management Situation
Correct Your English Errors
Vocabulary for TOEFL IBT
Perfect Phrases for the TOEFL Speaking and Writing Sections
Perfect Phrases for Letters of Recommendation
Speaking and Writing Strategies for the TOEFL iBT
Top the TOEFL
Perfect Phrases for School Administrators
Winning TOEFL Essays the Right Way
TOEFL Vocabulary Advanced Masterclass
Delta's Key to the TOEFL IBT
McGraw-Hill Education Essential Vocabulary for the TOEFL® Test
240 Speaking Topics
Peterson's Master TOEFL Vocabulary
Perfect Phrases for Icebreakers: Hundreds of Ready-to-Use Phrases to Set the Stage for Productive Conversations, Meetings, and Events
Grammar in Plain English
How to Prepare for the TOEFL Essay
Essential Words for the TOEFL
Cambridge Preparation for the TOEFL® Test Book with CD-ROM and Audio CDs Pack
Perfect Phrases in American Sign Language for Beginners
Practice Makes Perfect Intermediate ESL Reading and Comprehension (EBOOK)
Perfect Phrases for Professional Networking: Hundreds of Ready-to-Use Phrases for Meeting and Keeping Helpful Contacts - Everywhere You Go
TOEFL Speaking and Writing Workbook
Perfect Phrases for ESL Conversation

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SkillsSAT, TOEFL, and IELTS VocabularyThe Cambridge Guide to Teaching English to Speakers of Other LanguagesSpeak Strong500 Words, Phrases, and Idioms for the TOEFL iBT plus Typing Strategies400 Must-Have Words for the TOEFLPerfect Phrases for FundraisingPerfect Phrases for Presenting Business StrategiesPre-TOEFL GuidePerfect Phrases for Writing Employee SurveysPerfect Phrases for Letters of RecommendationAce the TOEFL Essay (TWE)Building Grammar SkillsBusiness Idioms in America500 Really Useful English PhrasesPerfect Phrases for Customer Service, Second Edition

Perfect Phrases for New Employee Orientation and Onboarding: Hundreds of ready-to-use phrases to train and retain your top talent

THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME Precise language in a fundraising campaign is an absolute must. The words you choose can make the difference between having your appeal read . . . or tossed. Perfect Phrases for Fundraising provides everything you need to craft a message that recipients will read and respond to. This quick-access guide is packed with time-saving tips, message-crafting strategies, and ready-to-use phrases sure to get results in any campaign. Master the right language for: Telephone soliciting YouTube, Facebook, and Twitter One-on-one meetings Board of director appeals Organization website campaigns

Perfect Phrases for Managers and Supervisors: Hundreds of Ready-to-Use Phrases for Any Management Situation

"SAT, TOEFL, and IELTS Vocabulary" by College Exam Preparation. This book contains all the most important words that you need to know to successfully complete speaking and writing/essay parts of SAT, IELTS, and TOEFL exams. This book is perfect for any serious candidate who does not wish to waste time researching and learning new vocabulary the traditional way. This book will make your learning more efficient with less of your own effort, which means more spare time to review other concepts. We tried not to create just a regular dictionary with a bunch of words, but chose only the most necessary definitions from the official SAT, IELTS, and TOEFL examination materials, and described them in the most accessible way.

Correct Your English Errors

Students of English as a Second Language will find vital help as they build a large English vocabulary. Nearly 500 words are listed with definitions and pronunciation help.

Vocabulary for TOEFL IBT

Build your mastery of English vocabulary--and ace the TOEFL test! The first step to passing any language-based exam is the mastery of vocabulary. Written by an ESL expert, McGraw- Hill Education: Essential

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Vocabulary for the TOEFL Test provides the methods you need to build vocabulary--both academic and campus--and the practice you need to perform strongly on test day. Organized in a way that helps you maximize your study time, this practical guide takes you through a strategic three-step process--learning and understanding vocabulary, building and recording vocabulary, and using vocabulary-- while offering exercises that help you remember word meanings and improve your feel of English. McGraw-Hill Education: Essential Vocabulary for the TOEFL Test features 20 academic-style readings focusing on advanced vocabulary from the Academic Word List, which is the kind of content you'll find in the TOEFL test reading and listening (lecture) sections. It also includes dialogues about university life that will prepare you for the TOEFL test listening section for campus-related topics. McGraw-Hill Education: Essential Vocabulary for the TOEFL Test provides More than 1,100 words you're most likely to see on the TOEFL test Exercises that build skills in paraphrasing, comprehension, and using new words in your writing 70 minutes of audio recordings of selected readings from throughout the book

Perfect Phrases for the TOEFL Speaking and Writing Sections

This comprehensive course for high-intermediate and advanced learners of English who are studying for the Internet-based TOEFL(R) includes an all-new diagnostic pre-test to identify skills needing special attention; an addition of a fifth full-length test; 35

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units of study in reading, listening, speaking and writing; 1,300 questions in the exercises, quizzes, and tests; and an answer key, audio scripts and charts to track progress. An mp3 CD with over 11 hours of listening is included. For both classroom and independent study.

Perfect Phrases for Letters of Recommendation

Meet Joan Austen, a rising star in the advertising business. Joan's company is taking off and you have a front row seat as Joan and her staff resolve business and personal challenges during a typical business day in New York City. By entering Joan's world, you will acquire the latest and the most commonly used vocabulary in business today. Best of all, you will gain the skills and confidence you need to succeed in any English-speaking business environment anywhere in the world. * Over 2,000 essential business idioms and phrases * Perfect for classroom and for self-study * Lessons designed to help you practice and recycle what you learn * Real-world business conflicts and cultural insights * Real-world business English spoken in real-world business offices * Common Shakespearean and movie idioms used in business * Answer key and word list defining each idiom and phrase Are you ready to step up to the plate and hit it out of the park? Are you ready to swim with the sharks and take it to the next level? If so, then Business Idioms in America is for you. It is your guide to business English in America and around the world.

Speaking and Writing Strategies for the TOEFL iBT

Increase your TOEFL iBT score by increasing your speaking and writing scores. How? By using the strategy called argument mapping. Why argument mapping? Because the TOEFL iBT speaking and writing sections are all argument-based tasks. That means if you want high speaking and writing scores, you must know how to map out (develop and deliver) spoken and written arguments, quickly and proficiently. With argument mapping, you will be able to do just that. Best of all, you can apply argument mapping to all six speaking tasks and both writing tasks. That means you will spend less time reading about strategies and more time practicing them. You Will Also Learn: * Essential rhetorical strategies and opinion development strategies * Step-by-step basic responses for all speaking and writing tasks * Step-by-step advanced responses for all speaking and writing tasks * Step-by-step emergency responses for all speaking and writing tasks * How to revise your spoken and written responses to maximize scoring * How to rate spoken and written responses quickly and proficiently ARGUMENT DEVELOPMENT Learn basic and advanced argument development strategies to maximize your speaking and writing scores. By doing so, you can increase your TOEFL score. ARGUMENT MAPPING Learn test-proven speaking and writing strategies quickly and proficiently using the graphics-based strategy called argument mapping. SCORING STRATEGIES Learn how to think like a TOEFL rater so you know exactly what to say and write to maximize

Top the TOEFL

Perfect Phrases to stand out on the TOEFL--for the more than 800,000 people who take the test To be accepted into most North American undergraduate and graduate programs, international students must take and pass the Test of English as a Foreign Language. Perfect Phrases for the TOEFL Speaking and Writing Sections gives you all the phrases and most commonly used words you need to excel on both the writing and speaking sections of the test. Presented in the easy-to-understand Perfect Phrases format, these phrases allow you to effectively communicate and express yourself in standard American English, and to score your very best on the test.

Perfect Phrases for School Administrators

Expert advice for helping an applicant's chances of acceptance by choosing the right words and phrases As a teacher, professor, or an employer, you are often called upon for letters of recommendation--and probably as often find yourself stumped about what to say. It can be a daunting task when someone's future is in the balance. This book, written by a writing expert, will help you find the right words--and avoid the pitfalls--of creating a letter of recommendation. Author Paul Bodine explains what makes a recommendation letter good and also what can make

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it ineffective. The book contains paragraph-length examples of effective recommendation letter writing for all types of situations.

Winning TOEFL Essays the Right Way

This book contains -120 Speaking Topics -120 Sample Answers -480 Useful Expressions -480 Grammar Questions Great for -ESL Learners -High School Students -Test Prep Students -College Students *This book is a sequel to 120 Speaking Topics. It only contains 120 speaking topics and sample answers. "240 Speaking Topics" and "240 Writing Topics" cover the same topics. Visit www.liketestprep.com for free downloads!

TOEFL Vocabulary Advanced Masterclass

The new edition of this favorite English grammar helper is especially useful to ESL students, adults preparing to take the GED, and high school remedial English students. The authors explain grammar in commonsense language, avoiding technical terms, and familiarize students with with fundamentals of good sentence structure. Twenty-two lessons demonstrate the elements of grammar, followed by sets of practice exercises and answer keys.

Delta's Key to the TOEFL IBT

Speak and write English as if it were your native tongue! Are you tired of making the same mistakes in English again and again? End the bad habits that can

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leave the people you talk to confused. Correct Your English Errors warns you of hundreds of typical errors learners make and explains the reasons behind the mistakes, so you can correct yourself in the future. Improve your English skills with this fun and comprehensive guide and avoid all the common mistakes, such as: Mispronouncing and misspelling words Applying your native language's grammar patterns to English Putting verbs in the wrong tense Using incorrect prepositions in expressions Confusing subject-verb agreement Correct Your English Errors offers exercises covering all parts of grammar and provides review passages to check that you are error-free. Soon, biting your nails will be your only bad habit!

McGraw-Hill Education Essential Vocabulary for the TOEFL® Test

240 Speaking Topics

"Achieving a top score on your TOEFL test is the key to getting accepted into your dream school and boosting your chances of receiving scholarship offers. Tactical and comprehensive, Full-Scoring TOEFL Essays The Right Way is all you need to excel in the TOEFL Independent Essay task. The easy-to-understand format helps you clearly express yourself in a complete and natural way." --

Peterson's Master TOEFL Vocabulary

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Preparing for TOEFL Do you plan to take TOEFL or IELTS but are not ready for the challenge? Do you need more practice? If you do, then this book is for you. It is also for those who just want to practice their academic English. Whatever your purpose, this book will give you the foundation in academic English you need for TOEFL and IELTS success. Part I: Argument Strategies In this section, you will learn how to argue subjectively and objectively in writing and when speaking. You will also learn how to summarize. Being able to argue and summarize proficiently is essential for TOEFL and IELTS success, and for success at an English-speaking university. Part II: Academic English Practice This section consists of grouped exercises. They are Structure, Written Expression, and Vocabulary. These challenging exercises will help you build an academic English vocabulary while introducing you to English grammar at the university level.

Perfect Phrases for Icebreakers: Hundreds of Ready-to-Use Phrases to Set the Stage for Productive Conversations, Meetings, and Events

EVERYTHING YOU NEED to write the TOEFL essay with confidence. And the essay, also known as the Test of Written English, is the hardest part of the test-one that keeps many test takers from succeeding. Ace the TOEFL Essay (TWE) gives you simple and clear instruction on what you need to know to score well and provides real essay samples that you can relate to. You'll get the lowdown on what you need to score

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high in an easy-to-understand format, with everything from lessons on punctuation to real sample essays, plus more than 50 pages of exercises. **INSIDE YOU'LL DISCOVER:** How to write the essay A complete crash course in grammar 10 real sample essays Study exercises to hone your skills And much more! Don't let the essay stand between you and the score you want. Ace the TOEFL Essay (TWE) is the resource you need to tackle the most challenging section of the TOEFL.

Grammar in Plain English

THE RIGHT PHRASE FOR THE RIGHT

SITUATION—EVERY TIME Your new business strategy isn't going to sell itself. It's up to you to convince top decision makers to take the organization in the right direction. This is the most important presentation of your career, and your choice of words and phrases will mean the difference between success and failure. Perfect Phrases for Presenting Business Strategies provides the language you need to: Grab your audience's attention in the first few seconds Summarize your strategy in two sentences Prove that your plan is a plan for growth Explain the costs and resources involved Detail the profits your company will make Use Perfect Phrases for Presenting Business Strategies as a springboard for both organizational and personal success!

How to Prepare for the TOEFL Essay

For students whose first language is not English and

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who wish to study at a university with an English-based curriculum, no admittance test is more important than the Test of English as a Foreign Language (TOEFL). 400 Must-Have Words for the TOEFL helps you score well by arming you with the most important English vocabulary words commonly found on this crucial exam. This timely guide also encompasses the recent changes made to the test, including the emphasis on conversation and spontaneous communication to mirror the interactive nature of the classroom. 400 Must-Have Words for the TOEFL also includes: Activities such as paraphrasing, synonym and antonym exercises, and identifying prefixes and suffixes Strategies on how to incorporate new words into everyday vocabulary Chapters on identifying synonyms and paraphrasing sentences, roots, prefixes, and suffixes

Essential Words for the TOEFL

This book, written by leading practitioners, brings together a comprehensive overview of TESOL.

Cambridge Preparation for the TOEFL® Test Book with CD-ROM and Audio CDs Pack

Expert advice for helping an applicant's chances of acceptance by choosing the right words and phrases As a teacher, professor, or an employer, you are often called upon for letters of recommendation--and probably as often find yourself stumped about what to say. It can be a daunting task when someone's future

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is in the balance. This book, written by a writing expert, will help you find the right words--and avoid the pitfalls--of creating a letter of recommendation. Author Paul Bodine explains what makes a recommendation letter good and also what can make it ineffective. The book contains paragraph-length examples of effective recommendation letter writing for all types of situations.

Perfect Phrases in American Sign Language for Beginners

Practice Makes Perfect Intermediate ESL Reading and Comprehension (EBOOK)

THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME Getting new employees up and running with the company is a highly challenging process. For true success, you need to have full command of the most appropriate language for the task. Perfect Phrases for New Employee Orientation and Onboarding contains hundreds of ready-to-use phrases for transitioning employees into their new roles. You'll learn how to home in on employee engagement, support the building of work relationships, and deliver constructive feedback. This handy, quick-reference guide provides effective language for: Getting the most out of meet-and-greet meetings Defining company culture and employee expectations Coaching new employees with onboarding challenges Collecting onboarding feedback Onboarding a diverse workforce

Perfect Phrases for Professional Networking: Hundreds of Ready-to-Use Phrases for Meeting and Keeping Helpful Contacts - Everywhere You Go

Powerful phrases for effective communication in every management situation The latest addition to the bestselling Perfect Phrases series, Perfect Phrases for Managers and Supervisors is an indispensable tool for novice to mid-level managers and frontline supervisors. Corporate communications guru Meryl Runion coaches readers in the six fundamentals of effective delivery, including "Be Short, Specific, Targeted," and "Say What You Mean, Mean What You Say, and Don't Be Mean When You Say It." And she arms them with: Hundreds of perfect phrases for every phase of management, from supervising operations, to performance reviews, to communicating the company's mission Expert advice on effective communication, with tips on what to say and what not to say, establishing the right tone, establishing authority, and more Phrases for hundreds of specific tasks, including delegating, giving feedback, empowering employees, handling emotional employees, disciplining, and terminating

TOEFL Speaking and Writing Workbook

Put these words to work for you! Learn the gift of gab and get closer to your dream job This latest addition to the bestselling Perfect Phrases series is a must-read for anyone who dreads networking or who has ever fumbled or frozen during important and possibly

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career-changing conversations. Perfect Phrases for Professional Networking arms readers with foolproof and versatile phrases that help them take advantage of virtually any professional networking opportunity. KNOW WHAT TO SAY IN ANY SITUATION From cocktail parties to industry conferences, association meetings, and even unexpected run-ins on the street, this book has all the tools you need to feel comfortable striking up a conversation, steering it in the right direction, and following up effectively. Whether you're looking for a promotion, considering a career change, or just hoping to update that rolodex for a rainy day, this handy resource has you covered--including new-media tactics such as e-mail etiquette, rules for social networking, and the proper way to leave a blog comment. Author Susan Benjamin shows you how to: Break the ice Use personal connections to create a conversation Steer the conversation toward leads Ask for an invitation to an exclusive gathering Get through to someone who's putting you off Get new leads from an old contact Perfect your elevator pitch Send a cold e-mail that gets a response Make the most of online networking functions No matter how tough networking is for you, the Perfect Phrases format makes it simple for you to start building connections today.

Perfect Phrases for ESL Conversation Skills

HOW IS THIS TOEFL BOOK DIFFERENT? This TOEFL book is different because it uses an integrated vocabulary learning system called recycling.

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Recycling is simple. Each exercise is divided into four quizzes. Quiz 1, a multiple-choice vocabulary quiz, introduces ten new words. Next, you will do Quiz 2. Quiz 2 is a sentence-completion quiz based on the ten words in Quiz 1. Next, you will do Quiz 3, a spelling quiz. The speaker on the CD will say the same ten words in turn. You will then have ten seconds to spell each word by saying it and typing it. Finally, you will do Quiz 4. Quiz 4 is a 60-word typing test based on the ten new words you have been recycling through Quizzes 1, 2 and 3, plus words, phrases and idioms recycled from previous exercises. **BONUS MATERIAL** Learn essential rhetorical strategies and a test-proven way to develop opinion-based and fact-based TOEFL essays.

SAT, TOEFL, and IELTS Vocabulary

The Right Phrase for Every Situation . . . Every Time You know that how you begin a business conversation or meeting sets the stage for success. But coming up with just the right words can be another matter. Perfect Phrases for Icebreakers has hundreds of ready-to-use phrases to get your interactions off on the right foot. From jump-starting meetings to motivating teams to turning any situation into a positive networking event, this streamlined guide provides you with the right words to: Highlight important topics in meetings or conversations Motivate people to share resources and support Add levity to personal or group interactions Inspire collaboration and creativity Pique curiosity about your message

The Cambridge Guide to Teaching English to Speakers of Other Languages

"TOEFL Vocabulary Advanced Masterclass. Master TOEFL Essay Vocabulary, Summary Vocabulary & Speaking Vocabulary for Quick TOEFL Test Revision. Essential TOEFL IBT Book", from the Essential TOEFL IBT Test Book Series, is a complete TOEFL self-study book which focuses on practical English usage and vocabulary for the official TOEFL Test. The writing part of the TOEFL test is often the most intimidating for many students, and this TOEFL vocabulary book, is a full self-study course for successful, ambitious students who wish to maximize their time. This book is based on years of classroom experience, and contains TOEFL writing exercises and secret exam strategies to quickly improve your general English writing skills, summary writing, vocabulary and essay writing. This Masterclass Book will give you the vocabulary, skills, tools, knowledge and practice needed to get an excellent score in the TOEFL test.

Speak Strong

Test preparation for the vocabulary section of the latest TOEFL test
Test preparation for the vocabulary section of the latest TOEFL test

500 Words, Phrases, and Idioms for the TOEFL iBT plus Typing Strategies

Find the right words to communicate with teachers, other educators, personnel, vendors, and more

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Perfect Phrases for School Administrators contains features the key words, phrases, acronyms, jargon and buzzwords used in the field of education and training. You can use these words to write teacher evaluations, settle union issues and contract disputes, deal with vendors and sales reps, communicate effectively with staff, deescalate grievances, and more.

400 Must-Have Words for the TOEFL

THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME You've heard it a million times: "The customer is always right." But let's face it--sometimes the customer is misinformed, confused, or downright difficult. The ability to handle such customers is what separates the serious professional from the average employee. Perfect Phrases for Customer Service, second edition, provides the language you need for everyday customer service situations--and includes simple, effective techniques that can help you meet even the most demanding customer needs. Master the most effective words and phrases for: Defusing bad situations before they get worse Handling complaints patiently and professionally Satisfying customers and increasing sales Building long-term relationships with important customers

Perfect Phrases for Fundraising

Quick and easy phrases in ASL for daily life Perfect Phrases for American Sign Language provides 150 essential phrases for hearing-impaired users of ASL

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and those who interact with them. ASL expert Barbara Bernstein Fant--carrying on the work of her late husband Lou--and illustrator Betty Miller make it easy for you to pick up key signs for everyday communication without having to have prior knowledge of signing. This handy reference is perfect for comfortably and confidently communicating with loved ones, coworkers, patients, or anyone who uses ASL.

Perfect Phrases for Presenting Business Strategies

Top the TOEFL is a TOEFL book like no other. It recognizes an essential key to the problem: students who struggle with the TOEFL have problems mastering English. Hence, while other TOEFL books teach strategies with long wordy explanations that hardly make sense to the average student, Top the TOEFL focuses on teaching students in the most intuitive way possible: examples. Each unit is systematically broken down to make it simple for any student to Top the TOEFL. First, "Simple Steps" are condensed at the outset for easy reference. Next begins "Elaboration with Examples" — a section where the "Simple Steps" are put into practice. The unit concludes with the "TOEFL Trainer" which divides exercises according to the "Simple Steps", allowing students a chance to directly put the strategies to practice rather than just throwing students into the deep end by providing a full set of TOEFL practice tests. Contents:Topping the Reading Section:Reading Fast and Reading WellUnlocking VocabularyStructure

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and Organization I Structure and Organization II Perfect Paraphrasing Succinct Summaries Intelligent Inferences Topping the Independent Writing Section: Toning the Tone Skeletons to Success Bridging Ideas Introductions Made Easy Topic Sentences Stitching the Essay Together Topping the Integrated Writing Section Effective Note-Taking Framing Arguments Readership: Students who intend to take the TOEFL test, students who intend to improve their English language capabilities. Key Features: Systematic breakdown of TOEFL questions with specific strategies to tackle each question Strategies taught via direct examples instead of abstract concepts Each unit concludes with exercises specially designed for students on how to apply the strategies Keywords: TOEFL; English; ESL; Admissions; Test; United States; USA

Pre-TOEFL Guide

Provides an overview of the concepts covered on the Test of English as a Foreign Language along with practice questions, two practice tests, a word list, and a guide to prefixes, suffixes, and word roots.

Perfect Phrases for Writing Employee Surveys

THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME Generating honest, no-nonsense feedback through well-written surveys is the first step to dramatically increasing employee engagement, commitment, loyalty—and your company's bottom

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line. Perfect Phrases for Writing Employee Surveys provides the tools for crafting precisely phrased surveys to deliver accurate information, so you can adjust your organization's practices accordingly. Inside are hundreds of words, phrases, and examples that remove the guesswork from an otherwise daunting process. This handy, time-saving guide helps you write surveys that measure: Employee Engagement Leadership and Management Company Values and Ethics Organizational Culture Satisfaction with Work Environment Career Development

Perfect Phrases for Letters of Recommendation

The Cambridge Preparation for the TOEFL Test, Fourth Edition, helps students master the language skills they need to succeed on the TOEFL iBT and communicate effectively in an academic setting. The complete package for self-study includes the student book with hundreds of skill-building exercises, the full audio program on audio CDs for use with the exercises and practice tests in the book, and the CD-ROM with seven practice tests.

Ace the TOEFL Essay (TWE)

Take your skills to the next level and get more meaning out of the English language Reading English texts that are created especially for ESL students like you is a critical part to learning the language, but that does not mean you have to be bored with the subjects! Created by expert ESL instructor Diane

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Engelhardt, Practice Makes Perfect: Intermediate English Reading and Comprehension features 15 engaging readings on interesting topics such as the technology of 21st-century deep-sea treasure hunting, Pixar Studios' computer-generated movie magic, the Flying Doctors of Australia, and more. You will, of course, get plenty of practice, practice, practice on understanding and comprehending vocabulary. You'll master how to read for main ideas, summarize texts, make outlines, remember facts and figures, and more. Before you know it, your reading skills will be stronger and your comprehension will grow, enabling you to get more out of English-language texts. Practice Makes Perfect: Intermediate English Reading and Comprehension will help you: Develop your reading comprehension skills at the intermediate level Build your English vocabulary Prepare for the comprehension sections of ESL tests

Building Grammar Skills

Use just the right phrases and master the art of conversation like a native speaker of English How do you share an experience from your home country? What should you say to start a conversation? How do you offer someone your advice? This handy reference will help you navigate social and business situations, with hundreds of ready-to-use English phrases that will help you converse with friends, collaborate with co-workers, and engage those around you. Inside find examples of Perfect Phrases for . . . Introductions - Let me introduce myself. Invitations - How about going to dinner on Friday? Decisions - What are our options?

Disbelief - You're pulling my leg! Gifts - That's very thoughtful of you.

Business Idioms in America

Do You Feel Stuck in the Intermediate English Level? Do you want to break out and start improving quickly? Then this is the perfect book to help you move up to the advanced level and start using everyday English fluently. The 500 phrases in this book will help you make the leap from intermediate to advanced. What made me want to write this book? After years of teaching intermediate students who never seemed to improve I decided to find out what the problem was. Essentially, intermediate students get stuck because learning at this stage is a different type of learning than at the beginner stage. You have mastered the grammar and the basic vocabulary but most textbooks just carry on like nothing has changed. However, what you need at the intermediate stage is not just more dry grammar and lists of vocabulary, but to be exposed to as much 'real' English in as many 'real-life' situations as possible. This will help you start to understand what people are actually saying and not just 'textbook' English. It will also help you to naturally 'get a feel' for the language. Because I could not find a book that introduced everyday English phrases in a fun and engaging way I decided to write one myself. How will this book help you? Every new phrase is introduced in the real context of a short story or an article. So by having fun and reading something interesting you will be learning naturally rather than having to force yourself to study.

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It's a simple fact that if you are having fun you will learn quicker and more easily. This book is an excellent way to be exposed to 'real everyday English phrases' but with the guidance of clear explanations and examples in simple English. Basically it uses simple language to introduce more complex phrases so you are eased into a more advanced level. All of the phrases in this book are in common use and are the key to unlocking fluency. I have only included phrases which I have heard recently in conversation or on the radio or television. If it is in this book it is in everyday use. So, if you are sick of being stuck and want to improve in a fun and engaging way, this is the perfect solution for you.

500 Really Useful English Phrases

“Speak Strong!” It’s a leadership skill, a success strategy and a moral imperative. Research shows 90% of us stay silent in situations that call for strong words. Don’t want to rock the boat? Author Meryl Runion, CSP, explains why some boats NEED to be rocked for the right reasons at the right time in the right way. Know when it’s time to speak up, overcome resistance to unwelcome truths, establish and implement boundaries, create new communication standards, supercharge your message, elevate the quality of your conversations, overcome destructive communication habits, put your best foot forward sincerely. One hour audio CD included containing the entire searchable PDF of the bestselling PowerPhrases! book so you can immediately get the words to apply your SpeakStrong skills. The CD also

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includes a communication style inventory, the flash presentation of "The Legend of Mighty Mouth and of A World of Truth" and more. Meryl Runion's "PowerPhrases!" book Series has helped over a quarter million readers find the perfect phrases to communicate clearly. "Speak Strong" is the perfect "next step" for those who rely on communication skills to build successful careers and relationships.

Perfect Phrases for Customer Service, Second Edition

Includes your blueprint for test success, your private tutor, personal instruction for a better essay, and more.

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Speaking And Writing Sections Perfect Phrases

Series

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THRILLER](#) [BIOGRAPHIES & HISTORY](#) [CHILDREN'S
YOUNG ADULT](#) [FANTASY](#) [HISTORICAL FICTION](#)
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FICTION](#)