



Windows
No Authoring

Title: **Let's Do Business**

1. **The Language of Negotiating**
2. **The Language of Telephoning**
3. **The Language of Meetings**
scheduled for October 1999
4. **The Language of Presentations**
available December 1999
5. **The Language of Socialising**
available February 2000
6. **Report Writing**
available April 1999

Publisher: **Abacus**
Machine: **IBM, MPC**
Level: **Intermediate +**
Type: **Interactive tutorial**

System Requirements (minimum)
IBM PC/AT, 486 or faster
Windows 3.1 or later
8MB RAM minimum
4 MB minimum free disk space (20MB preferable for faster operation)
SVGA display and monitor,
64,000 colours preferable but 256 colours all right.
Microphone

Price per title: **£100.00 (single user)**
5-pack **£495**

UK & EU add 17.5% VAT

Pronunciation

Telephone Talk

The number e.g. (4) at the end of the sentence indicates the number of main stressed sounds you need to identify in the sentence.

Look forward to speaking with you at 4. (4)

Good morning, may I help you? (2)

Just a moment please. (3)

I'm just putting you on hold. (3)

Okay, I'll read that back. (3)

Thank you for holding. (2)

The correct answers are displayed. Click the Next button to continue.

Abacus Let's Do Business

Negotiating: Telephoning

This is a series of highly professional CD-ROM programs for learners of Business English produced by **Abacus Communications**, a team of business trainers in Dublin, Ireland. These programs stand out in a number of ways, apart from the care which has gone into the selection of the videos on which the extensive exploitation is based. The video clips are not given the customary perfunctory comprehension treatment. We can work through pre-viewing, while viewing, and post-viewing exercises of a variety of types, including true or false, multiple choice, pair-matching, gap-filling and others. The video material gathered from organisations throughout the world including the BBC has an authentic ring. The attention to audio work is also unusual. In addition to the conventional **hear, record** and **compare** features, the section of *Let's Do Business* on **pronunciation** includes a program for listening to a whole sentence and then clicking in boxes to mark the *stresses* (see box). A very nice addition and quite challenging.

Section: **Reaching Agreement**

| | Pre-Negotiation | While-Negotiation | Post-Negotiation |
|----------------------|---------------------|-------------------|--------------------|
| | Exploring Positions | Opening Gambits | Bargaining Closing |
| Meeting to Agree | _____ | _____ | _____ |
| Analysing Needs | _____ | _____ | _____ |
| Solving Problems | _____ | _____ | _____ |
| Meeting to Decide | _____ | _____ | _____ |
| Asking Questions | _____ | _____ | _____ |
| Price Objections | _____ | _____ | _____ |
| ✓ Reaching Agreement | _____ | _____ | _____ |
| Handling Objections | _____ | _____ | _____ |
| Hostile Clients | _____ | _____ | _____ |

Close
Go to Lesson

| Function | Grammar | Pronunciation | Vocabulary |
|--------------------------------------|------------------------|--|--------------------------|
| Talking about past and present | Present Perfect Simple | Present Perfect Simple / contraction of have | Vocab / Idioms with 'at' |
| Making Suppositions | What if - structures | Intonation of what if structures | Idioms with Get |
| Talking about the present and future | Present Continuous | Present Continuous / contraction of the verb 'to be' | |

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1. The Language of Negotiating

There are 26 units covering an extensive range of negotiating situations such as dealing with hostile clients, analysing needs, asking questions, solving problems, handling price objections and reaching agreement.

2. The Language of Telephoning

The CD-ROM covers business areas such as making calls, taking messages, solving problems on the telephone, making and changing arrangements, selling on the telephone, creating good impressions and making cold calls.

3. The Language of Meetings

Meetings can differ in style, content and atmosphere. The course material covers key skills, such as setting the agenda, controlling the meeting, dealing with interruptions, establishing future actions, managing projects and time management.

4. The Language of Presentations

The course deals with issues such as the preparation, delivery and management of various types of presentations. Language work focuses on holding the audience's interest, dealing with interruptions, maintaining control and responding to questions.

5. The Language of Socialising

An ability to interact socially with business partners can have an important affect on the level of business between companies. The materials show business people in a number of formal and informal settings. There is a significant amount of material targeted at developing awareness of cross-cultural behaviours. The emphasis of the courseware is on developing relationships.

6. Report Writing

The course is designed to assist the learner in achieving excellence in writing English for business purposes. The learner is taken through a wide variety of exercises focusing on both formal and informal written language.