How clearer language can improve business talk

Prepositions
Learning with Business Spotlight

Business Spotlight Plus
Practise the language used in the magazine with our exercise booklet. Learn the vocabulary of agile communication.

Business Spotlight Audio
Our audio product offers more than 70 minutes of texts, dialogues, exercises and interviews.

Business Spotlight in the classroom
To order this six-page supplement for teachers and trainers, send an email to: schulmedien@spotlight-verlag.de

GRAMMAR BOOKLET
Included in this issue is a special pocket grammar booklet on English prepositions. Learn how to use them correctly.

For more articles, audio and exercises:
www.business-spotlight.de
www.facebook.com/businessspotlight

Language in Business Spotlight
◆ Articles use the style, spelling, punctuation and pronunciation of British English unless otherwise marked.
◆ Articles that use American style, spelling, punctuation and pronunciation are marked with “US”.

EASY
Approximately at CEF level A2
MEDIUM
Approximately at CEF levels B1–B2
ADVANCED
Approximately at CEF levels C1–C2

CEF: European Framework of Reference for Languages

ifml.: informal word or phrase
vulg.: vulgar word or phrase; sl.: slang word or phrase
non-stand.: non-standard word or phrase
UK: chiefly British usage; US: chiefly North American usage

READERS’ SERVICE
Email abo@spotlight-verlag.de
Internet www.spotlight-verlag.de
Telephone +49 (0)89/12 14 07 10
Fax +49 (0)89/12 14 07 11

CONTENTS