



# Business Spotlight

GRATIS  
24-Seiten-Booklet  
**THE LANGUAGE  
OF EDUCATION**

+ VOKABELTRAINER  
Presentations



*We need!*  
**you!**

New ways to win  
customers — and  
keep them!

#### Debate

Should we  
be having  
fun at work?

#### Careers

How to get  
your CV  
past the bots

#### Language test

Can you  
take control  
of your job?



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### 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".

**E**  
**EASY**

Approximately at CEF level A2

**M**  
**MEDIUM**

Approximately at CEF levels B1-B2

**A**  
**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



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