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write clear emails
and increase your
awareness of
business topics and
issues.

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1. Application - A
letter or form with
details of your
qualifications,
skills, experience,
... sent to a firm or

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company when requesting to be considered for a job or position.. 2.

Background - A person's education, qualifications and/or work experience 3.

Bonus - Money added to someone's wages, especially as a reward for good

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work 4. Curriculum
vitae – A short
written description
...

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35 Useful English
Words and
Expressions about
Work and ...

Below is a
collection of first,
second, third, and
mixed conditional
questions. First

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Conditional

Questions. If you get a raise, what might you do with the extra money?

Think of a current trend in your field of work. Tell your group about this trend. What will happen if this trend continues?

Conditional

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Questions -

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themes rather than general topics like planning their vacation, asking for directions or shopping for shoes.

28 Conversation Topics for Business English Students - FluentU

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electronic mail, and
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world subjects
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punctuation, and
writing. The
activities in the
text and online
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