



Business English Book 1^o

A Comprehensive Guide to
Professional Communication

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IPB INTERNASIONAL PRESS
Jl Kecak No.12 Denpasar

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Ukuran : 14,8 x 21cm

Halaman : 108

Terbit Pada : Februari 2026

ISBN : xxx

Hak Cipta yang dilindungi undang undang Dilarang
mengutip atau memperbanyak

Diterbitkan oleh :

IPB Internasional Press

Jl Kecak nomor 12 Gatot Subroto Timur, Denpasar

Email : press@ipb-intl.ac.id

PREFACE

Welcome to "Business English Book 1: A Comprehensive Guide to Professional Communication." This book is designed to be your trusted companion in mastering the language skills necessary for success in today's global business environment.

In the fast-paced and interconnected world of business, effective communication is key. Whether you are negotiating a deal, giving a presentation, writing a report, or simply engaging in everyday office conversations, your ability to express yourself clearly and confidently in English can make all the difference. "Business English Book 1" is the result of years of teaching and refining strategies for effective business communication. It is structured to provide you with a comprehensive foundation in business English, from vocabulary and grammar essentials to nuanced cultural insights and practical tips for real-world scenarios.

Throughout this book, you will find a wealth of examples, exercises, and case studies that will not only enhance your language proficiency but also deepen your understanding of how language shapes business interactions. Each chapter is designed to be engaging and relevant, with a focus on practical application. There are 12 chapters that are designed to meet business communication.

I would like to extend my gratitude to the many students and professionals who have inspired and contributed to the creation of this book. Your feedback and experiences have been invaluable in shaping its content and approach.

Warm regards,

Ni Made Ayu Sulasmini

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Francisca Titing Koerniawaty