



Manhattan Elite Prep Smart Business Talk (Manhattan Elite Prep Turbocharge Your Career)

Joern Meissner, Tracy C. Yun

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Smart Business Talk is one of the eight books in **Manhattan Elite Prep's Turbocharge Your Career** series. Your purchase includes a discounted offer of unlimited access to **Manhattan Elite Prep's Career Training** online recording library.

These insightful career instruction guides are designed for young professionals at all levels to improve their communication skills and functional knowledge within a short time period. They prove to be particularly helpful for students who have also taken corresponding Career Training courses with us.

Smart Business Talk provides a well-structured and clear and concise approach to targeting frequently misused slang or confusing words in an everyday business setting. The book covers the following features:

**Useful Common Idioms*

**Useful Euphemisms*

**Workplace Slang & Idioms*

**Corporate Hierarchy*

--Performance Review

--Project Management

--Meetings and Conference Calls

--Hiring, Firing and Downsizing

--Negotiation & Conflict Resolutions

**Grammar Specifics*

--Use of Articles

--Use of Prepositions

**Accent Reduction*

**Precise Choice of Words*

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