

# English for Business Communication Textbook: 1<sup>st</sup> Edition

*UBI 2022: English for Business Communication* provides a comprehensive, integrated approach to introductory business courses in three different skills, including reading, writing, and speaking skills. This textbook aims to help students to develop the ability to read, write and speak effectively on topics in their field of interest, namely the field of business. It is to cater students who have passed UBI 1022 English II and/or students who scored MUET Band 3.

This textbook is designed to help students read simple factual texts related to business with a satisfactory level of comprehension, conduct real-life speaking and complete writing tasks to provide information on business-related topics appropriate for B1 that they are familiar with. Each chapter focuses on clear objectives and specific skills determined to give an overview of business communication that will be helpful to all students in developing practical communication skills.

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*Entrepreneurship  
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RM 35.00

