

## Suggested Support Materials

### English for Business Communications (EBC)

Below is a list of books which may be helpful for the above subjects.

#### English for Business Communications (EBC)

| Title/Publisher  | Author                     | ISBN                        |
|--|----------------------------|-----------------------------|
| English for Business Communications<br>(Level One to Three)                                | Alyson Goldstein           | 0-7169-2010-7 (Level 1)     |
|  |                            | 978-0-9554628-0-0 (Level 2) |
|  |                            | 978-0-9554628-2-5 (Level 3) |
| Business Writing For H.K.*<br>(Longman, 2 <sup>nd</sup> Edition)                           | Grahame T Bilbow           | 9-62-0028457                |
| Communication for Business*<br>(Longman, 2 <sup>nd</sup> Edition)                          | Shirley Taylor             | 0-582-38164-9               |
| Early Language of Business<br>English: Reference and<br>Practice(EngliPhoenix ELT<br>1997) | Nick Brieger, Simon Sweeny | 0-13-570540-1               |
| Longman Business English<br>Usage*<br>(Addison – Wesley Longman<br>ELT 1992)               | Peter Strutt               | 0-582-07153-4               |
| The Language of Business<br>English (Phoenix ELT 1994)                                     | Nick Brieger, Simon Sweeny | 0-13-042516-8               |
| Language of Business English<br>Workbook (Phoenix ELT 1996)                                | Nick Brieger, Simon Sweeny | 0-13-243007-X               |

\* Stocked by some large bookstores in Hong Kong. The rest can be ordered from overseas through your usual booksellers

## International Spoken ESOL (ISESOL)

### Preliminary /Access Level

| Title/Publisher   | Author                          | ISBN       |
|---|---------------------------------|------------|
| International Spoken English for Speakers Of Other Languages<br>-Student Book<br>(City & Guilds 2004) | Vincent Smidowicz Bridget Bloom | 0851930247 |
| International Spoken English for Speakers Of Other Languages<br>-Teacher Book<br>(City & Guilds 2004) | Vincent Smidowicz Bridget Bloom | 0851930271 |
| International Spoken English for Speakers Of Other Languages<br>-Cassette<br>(City & Guilds 2004)     | Vincent Smidowicz Bridget Bloom | 0851930379 |

### Achiever/Communicator

|   |                                 |            |
|---|---------------------------------|------------|
| International Spoken English for Speakers Of Other Languages<br>-Student Book<br>(City & Guilds 2004) | Vincent Smidowicz Bridget Bloom | 0851930255 |
| International Spoken English for Speakers Of Other Languages<br>-Teacher Book<br>(City & Guilds 2004) | Vincent Smidowicz Bridget Bloom | 085193028X |
| International Spoken English for Speakers Of Other Languages -<br>- Cassette (City & Guilds 2004)     | Vincent Smidowicz Bridget Bloom | 0851930387 |

### Expert/Mastery

|   |                                 |            |
|---|---------------------------------|------------|
| International Spoken English for Speakers Of Other Languages<br>-Student Book<br>(City & Guilds 2004) | Vincent Smidowicz Bridget Bloom | 0851930263 |
| International Spoken English for Speakers Of Other Languages<br>-Teacher Book<br>(City & Guilds 2004) | Vincent Smidowicz Bridget Bloom | 0851930298 |
| International Spoken English for Speakers Of Other Languages -<br>- Cassette (City & Guilds 2004)     | Vincent Smidowicz Bridget Bloom | 0851930395 |

## International ESOL (IESOL)



### Preliminary Level

| <b>Title/Publisher</b>   | <b>Author</b>                   | <b>ISBN</b> |
|--|---------------------------------|-------------|
| International English for Speakers Of Other Languages<br>-Student Book<br>(City & Guilds 2005) | Vincent Smidowicz Bridget Bloom | 0851930409  |
| International English for Speakers Of Other Languages<br>-Teacher Book<br>(City & Guilds 2005) | Vincent Smidowicz Bridget Bloom | 0851930433  |
| International English for Speakers Of Other Languages -<br>- Cassette (City & Guilds 2005)     | Vincent Smidowicz Bridget Bloom | 0851930468  |

### Access Level

| <b>Title/Publisher</b>   | <b>Author</b>                   | <b>ISBN</b> |
|--|---------------------------------|-------------|
| International English for Speakers Of Other Languages<br>-Student Book<br>(City & Guilds 2005) | Vincent Smidowicz Bridget Bloom | 0851930417  |
| International English for Speakers Of Other Languages<br>-Teacher Book<br>(City & Guilds 2005) | Vincent Smidowicz Bridget Bloom | 0851930441  |
| International English for Speakers Of Other Languages -<br>- Cassette (City & Guilds 2005)     | Vincent Smidowicz Bridget Bloom | 0851930476  |

### Achiever Level

| <b>Title/Publisher</b>   | <b>Author</b>                   | <b>ISBN</b> |
|--|---------------------------------|-------------|
| International English for Speakers Of Other Languages<br>-Student Book<br>(City & Guilds 2005) | Vincent Smidowicz Bridget Bloom | 0851930425  |
| International English for  | Vincent Smidowicz Bridget       | 085193045X  |

|   |                                    |            |
|---|------------------------------------|------------|
| Speakers Of Other Languages<br>-Teacher Book<br>(City & Guilds 2005)                          | Bloom                              |            |
| International English for<br>Speakers Of Other Languages -<br>- Cassette (City & Guilds 2005) | Vincent Smidowicz Bridget<br>Bloom | 0851930484 |

### Communicator Level

| Title/Publisher   | Author                             | ISBN       |
|---|------------------------------------|------------|
| International English for<br>Speakers Of Other Languages<br>-Student Book<br>(City & Guilds 2005) | Vincent Smidowicz Bridget<br>Bloom | 0851930492 |
| International English for<br>Speakers Of Other Languages<br>-Teacher Book<br>(City & Guilds 2005) | Vincent Smidowicz Bridget<br>Bloom | 0851930662 |
| International English for<br>Speakers Of Other Languages -<br>- Cassette (City & Guilds 2005)     | Vincent Smidowicz Bridget<br>Bloom | 0851930697 |

### Expert Level

| Title/Publisher   | Author                             | ISBN       |
|---|------------------------------------|------------|
| International English for<br>Speakers Of Other Languages<br>-Student Book<br>(City & Guilds 2005) | Vincent Smidowicz Bridget<br>Bloom | 0851930506 |
| International English for<br>Speakers Of Other Languages<br>-Teacher Book<br>(City & Guilds 2005) | Vincent Smidowicz Bridget<br>Bloom | 0851930670 |
| International English for<br>Speakers Of Other Languages -<br>- Cassette (City & Guilds 2005)     | Vincent Smidowicz Bridget<br>Bloom | 0851930700 |

### Mastery Level

| Title/Publisher | Author | ISBN |
|-----------------|--------|------|
|-----------------|--------|------|

|   |                                    |            |
|---|------------------------------------|------------|
| International English for<br>Speakers Of Other Languages<br>-Student Book<br>(City & Guilds 2005) | Vincent Smidowicz Bridget<br>Bloom | 0851930514 |
| International English for<br>Speakers Of Other Languages<br>-Teacher Book<br>(City & Guilds 2005) | Vincent Smidowicz Bridget<br>Bloom | 0851930689 |
| International English for<br>Speakers Of Other Languages -<br>- Cassette (City & Guilds 2005)     | Vincent Smidowicz Bridget<br>Bloom | 0851930719 |

\*The International ESOL books & cassettes can be ordered from City & Guilds, Hong Kong Office