

**DEDICATED
TO
MY SUPPORTIVE PARENTS
HELPFUL PROFESSORS AND FRIENDS**

PREFACE

EN 321 ENGLISH IN OFFICE WORK aims to help students master reading comprehension skills in the field of business, particularly the kind of English used in the office work. I have provided many different kinds of reading texts with comprehension exercises to make students be familiar with business vocabulary and useful information they are likely to encounter in the working environment. The exercises at the end of each chapter as well as the pre-test and post-test are for students to test their understanding of the materials they have studied. The key to all exercises is also provided so that students may study by themselves without attending classes.

Should there be any question concerning this text, please contact the writer either in person, by mail, or e-mail at rapin@raml.ru.ac.th.

I sincerely hope that this text will benefit all students who are embarking on the area of business. At the very least, I do trust that students who peruse this text thoroughly will gain more reading comprehension skills and put the knowledge they have acquired into use in their career.