

## Bibliography

- Akamatsu, Anne. **Give & Talk**. Essus: Longman Group UK Limited. 1994.
- Cotton, David. **World of Business**. Survey: Thomas Nelson and Sons Limited. 1984.
- Geffner, Andrea. **Business English**. 3<sup>rd</sup> ed. New York. Barron's Educational Series, Inc. 1998.
- Guffey, Mary Ellen. **Business English**. 4<sup>th</sup> ed. California: Wadsworth Publishing Company. 1992.
- Haward-Williams, Deirdre, Cynthia Herd. **Business Words**. Oxford: Heinemann International. 1992.
- Jaderstrom, Susan, Leonard Kruk, and Joanne Miller. **Professional Secretaries International®: Complete Office Handbook**. New York: Random House. 1992.
- Katz, Bernard. **Turning Practical Communication into Business Power**. Singapore: Heinemann Asia. 1993.
- Macintosh, Duncan. **English for Business**. 6<sup>th</sup> ed. Hong Kong: Book Marketing Ltd. 1997.
- MacKenzie, Ian. **English for Business Studies: A Course for Business Studies and Economics Students**. Cambridge: Cambridge UP. 1997.