
A Case for Business English by Michel Poté et. al. is an advanced level, classroom tested, package for developing language skills necessary for doing business in English. As the publishers claim: it offers "a unique collection of case studies and ancillary documents" to learn and practise Business English "in realistic and stimulating situations".

The authors have subtly and carefully constructed the 15-unit course with material for about 100 class hours chiefly to develop and refine skills of listening, understanding, and speaking. They have exploited techniques of role plays and simulations to encourage the natural process of spontaneous interaction in a business context.

The exercises include active listening, for summarising and note-making; reading and writing newspaper reports, memo, advertisements for recruitment; preparing confidential reports, curricula vitae for jobs, letters, consignment notes, self-appraisals, business contracts, financial documents, stock exchange reports, etc.

Learners solve complex commercial, personnel and management problems by group discussions/pair work besides participating in interviews, business negotiations, and handling telephone calls. They also read comprehension passages and fill in the gaps, choosing the correct alternatives.

The follow-up exercises at the end of almost each unit should help develop critical thinking and understanding, decision-making, reviewing, researching, and of course, evaluating a given situation.

Though the course material seems most suitable for European students, since the business world and system presented is European, the 30-page "business briefs" (pp. 107-137) should be suitable for learners of Business English everywhere. The section not only provides background language information for each of the fifteen "cases" (units) but also provides a social dimension.
The list of useful words and phrases, including "do's and don'ts" and layouts for writing, for example, business letters, memos and financial documents, making telephone calls, booking a flight or a hotel room, introducing people, welcoming visitors, interviewing people, making appointments, showing someone round a factory etc. and conducting a meeting, should be helpful to every student.

The attractive sky-blue covered book, replete with authentic extracts from articles, press reports, advertisements, covering such sophisticated areas as public relations, accounting and invoicing, finance and management, offers an alternative activity which is useful in that it liberates adult learners from their inhibitions in what is, to all intents and purposes, English as a Foreign language. Students of commerce and business will find a purposeful context for learning such communicative functions of language as are necessary for successful performance. The accompanying C60 cassette is indispensable to improve listening and speech skills. The book is highly recommended.

Dr. R.K. Singh.