

10 Sheryl Sandberg



28 Making decisions



WORKING WORLD

- 6 Names and News** all levels
The latest from the world of business

GLOBAL BUSINESS

- 10 Profile** medium US
Sheryl Sandberg's advice for women managers
- 14 Head-to-Head** Do we need global tax rules? advanced
- 16 BlackBerry** advanced
The firm's independence hangs in the balance
- 19 Behind the Headlines** advanced

INTERCULTURAL COMMUNICATION

- 20 Working with Sub-Saharan Africa** medium
Three expert views on opportunities and risks
- 25 Looking Back** medium
Barbara Hiller on emigration from New Zealand
- 26 Travel Tips** medium
Walking safaris and guidebooks for hedonists
- English on the Move** The London Underground easy

BUSINESS SKILLS

- 28 Decisions** medium
Learn how to make and change decisions
- Survival Guide** to cut out and keep medium
- 34 Toolbox** medium
When to use "I" and "we"
- 35 Say It in Style** medium
Avoiding gender-specific language

LANGUAGE TEST

- 36 Travel and Transport** all levels
Vocabulary for moving people and things

LANGUAGE SECTION

- 42 Vocabulary** The boardroom easy
- 43 Grammar at Work** Speculating medium
- 44 Easy English** Small talk easy
- 46 Wise Words**
Deborah Capras on nationalities medium
- 48 Short Story** The king of spin medium
- 50 Legal English** A letter of demand medium
- 51 Language Cards** Pull out and practise
- 53 Economics and Finance**
Supply and demand (2) advanced
- 54 English for...** Airport security advanced
- 56 Teacher Talk** Interview with Evan Frendo medium
- 58 Products** What's new? medium

CAREERS

- 59 Leisure Time** medium
What to do when you are away from your desk
- 60 Mediation** medium
When conflict management is needed
- 64 Tips and Trends** medium
On the "open company" and saying no at work

International transcription

Most words in *Business Spotlight* are transcribed in British English.

i: peak	eɪ late	p paper	ʃ shoe
ɪ tip	aɪ night	b basket	ʒ measure
e step	ɔɪ boy	t table	tʃ chair
æ pack	aʊ town	d desk	dʒ journey
ʌ cut	əʊ show	k coin	h head
ɑ: task	ɪə clear	g gain	m make
ɒ stock	eə hair	f far	n north
ɔ: law	ʊə poor	v video	ŋ singing
ʊ put		θ think	r rose
u: spoon		ð this	l late
ə alone, teacher		s see	j yellow
ɜ: early, girl		z zero	w water

American pronunciation differs especially in the "r"-like character of some vowels (left), as well as other vowel differences (right).

ɝ teacher	ɪr clear	ɑ: is often æ task, after
ɝr early, girl	eər hair	ɒ is often ɑ: stock, modern

See our webpage for more details and sound samples.

36 Travel and transport



MANAGEMENT

- 66 Venues** medium
The trend of meeting in unusual places
- 70 What Happened Next** medium
Poison in Tylenol pills
- 71 Executive Eye** medium
Adrian Furnham on rituals at work

TECHNOLOGY

- 72 Processed Food** advanced
The dangers of sugar
- 74 Trends** medium
Airbags for the head and humanized products
- 75 Language Focus** advanced
Types of surveying

PEOPLE

- 76 My Working Life** easy
Kevin Alcock, ship's captain

REGULAR SECTIONS

- 3 Editorial**
- 77 Preview**
- 78 The Last Laugh**

LANGUAGE IN BUSINESS SPOTLIGHT

Articles in the magazine use the style, spelling, punctuation and pronunciation of **British English** unless otherwise marked.

US American style, spelling, punctuation and pronunciation are used in these articles.

easy approximately at CEF level A2

medium approximately at CEF levels B1-B2

advanced approximately at CEF levels C1-C2

Articles are marked with their level of language difficulty. CEF is the Common European Framework of Reference for Languages. Texts not marked on this double page are at a medium level.
ifml.: informal or slang word or phrase
vulg.: vulgar word or phrase

BUSINESS SPOTLIGHT ONLINE

Subscribe to Business Spotlight magazine and access Business Spotlight Online at no extra cost. The service offers:

- Exercises, tests and a language hotline
- Bizz words, news stories and archives

www.business-spotlight.cz

Business Spotlight in the classroom

This newsletter is full of ideas and activity suggestions for using Business Spotlight with learners of English. It is free to all teachers who subscribe to Business Spotlight.

READERS' SERVICE

Economia, a.s., Dobrovskeho 25, 170 55 Praha 7
Internet: www.business-spotlight.cz
Telephone: +420 233 071 197
Fax: +420 233 072 009
E-mail: predplatne@economia.cz