

OBSAH

ÚVOD 7

ECONOMIC TEXTS

1. Economic Facts 11
Some Facts about the
Czech Republic 14
2. Industry and Agriculture
in Britain 15
Adam Smith and the Wealth
of Nations 17
3. Transport 19
Flying in the USA 22
4. Communications Satellites 23
Fax and E – mail 25
5. Tourism 27
Tourism and Environment 29
6. Catering Establishments 31
Eating in the Street 34
7. Advertising 35
Advertisements 38
8. Office of the Future 39
Secretaries and Trousers 42
9. Bank Services in Britain 43
Credit Cards 45
10. New Trends in Retail Trade . 47
Improvements in Retail Trade 50
11. Foreign Trade 51
Dangers in Foreign Trade 53
12. A Company Meeting 55
Britain and the EC 58

BUSINESS LETTERS

- I. The Business Letter 61
- II. Private and Business
Letters 65
- III. Inquiries 70
- IV. Offers 75
- V. Replies to Offers 81
- VI. Orders and Their
Confirmations 87
- VII. Execution of Orders 92
- VIII. Complaints 96
- IX. Replies to Complaints 100

Some Countries of the World
and Their Currencies 105

Measures and Weights 108

Anglicko-český slovníček 109

Anglicko-český slovníček
k doplňkovým textům 119

Česko-anglický slovníček
k cvičením s českým textem 123