• **Listening**: how to understand and take effective notes on extended lectures, including how to follow the argument and identify the speaker's point of view.

• **Speaking**: how to participate effectively in a variety of realistic situations, from seminars to presentations, including how to develop an argument and use stance markers.

• **Reading**: how to understand a wide range of texts, from academic textbooks to Internet articles, including how to analyze complex sentences and identify such things as the writer's stance.

• **Writing**: how to produce coherent and well-structured assignments, including such skills as paraphrasing and the use of appropriate academic phrases.

• **Vocabulary**: a wide range of activities to develop students' knowledge and use of key vocabulary, both in the field of business studies and of academic study in general.

• **Vocabulary and Skills banks**: a reference resource to provide students with revision of the key words and phrases and skills presented in each unit.

• **Full transcripts** of all listening exercises.

The Garnet *English for Specific Academic Purposes* series covers a range of academic subjects. All titles present the same skills and vocabulary points. Teachers can therefore deal with a range of ESAP courses at the same time, knowing that each subject title will focus on the same key skills and follow the same structure.