

“Talking and typing for business” @ <http://www.youtube.com/ESL4free>

Reasons why business people prefer -

Email over Phone	%	Phone over Email	%
Response flexibility	84	More ⁴ <input type="text"/>	81
Communicate with many parties ¹ <input type="text"/>		Easier to respond while traveling	76
Paper trail is created ² <input type="text"/>		Proper context ⁵ <input type="text"/>	
Communicate more quickly	40	Communicate more quickly	48
More ³ <input type="text"/>	29	Tone of message is ⁶ <input type="text"/>	48
Easier global communications	25	Too much email already	29
Proper context	24	No paper trail	25
More targeted, less socializing	22	More productive	20
Other reasons	45	Other reasons	62

Check out our IELTS eBooks

MyEnglishExam.com
 IELTS Academic Writing Module
 Models for High Band Scores
 Sixteen Academic Task 1 & Task 2 Writing Models
 with detailed notes and explanations

MyEnglishExam.com
 IELTS General Writing Module
 Models for High Band Scores
 Sixteen General Task 1 & Task 2

MyEnglishExam.com
 IELTS Reading Texts
 Essential Practice for High Band Scores
 30 IELTS Reading Texts &

MyEnglishExam.com
 IELTS Reading for Vocabulary
 Essential Practice for High Band Scores
 10 Reading Texts with hundreds of words and expressions
 plus detailed feedback

Smashwords
 Sony Amazon
 Apple Kobo Nook

<http://myenglishexam.com/books.html>

DIFFICULT WORDS AND EXPRESSIONS IN THE LISTENING

Beyond the point of no return: crossing a point in time when things cannot be changed back

Conducted: (a survey which is) carried out

Dissemination: the spread (of information)

Hardship: difficulty, difficult situation

Paper trail: pieces of information on paper

Polish up: improve, make better

Scales have been decisively tipped in favor of: (emails have) become more important than