

apparently going to read a newspaper, used it to make a fire instead. In general, my students really enjoyed the speaking and listening activities.

As users of the other levels will know, *NEF* lays great stress on pronunciation (sounds, word and sentence stress). Experience, however, shows that some students get bored easily, either because words and sentences are repeated or students think that pronunciation is much less important than grammar. I found it sometimes works better to postpone these activities to the beginning of the following lessons as a warmer. The MultiRom CD is good way to revise and practise pronunciation independently from the teacher. It is particularly useful when there is no opportunity to listen to English outside the classroom.

Unfortunately I cannot say that my students felt happy about the seven songs presented in the book. They are authentic songs, which means that they are not composed for the classroom. They can be used optionally as they are not closely connected to the lessons. There is no doubt that in most classes songs can be highly motivating in the learning process. Working with *NEF Beginner I* could see, however, the limits of authentic songs at low levels: the teacher has to explain or translate so much that enjoyment is lost and there is little effective learning.

Since I would not like to end this review on a negative note, I should emphasize the outstanding quality of the Teacher's Book, which provides not only exhaustive lesson plans, worksheets (grammar, communicative and vocabulary) but also a test and assessment CD-ROM. Moreover, the English File website is a source for additional activities and resources.

NEF Beginner makes the following claim on the cover: "Well thought-out, interesting, clear and simple." It is certainly well thought-out and interesting, but also challenging here and there for both teacher and learners.

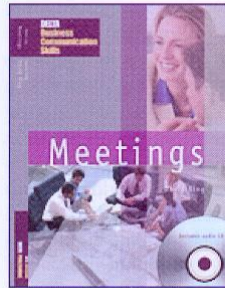
Stefan Rathert

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Three professional English titles

Meetings

David King
DELTA Publishing 2008



All three books aim to develop the language and professional skills of today's business English learners, by providing creative materials for both the classroom and the self-study situation.

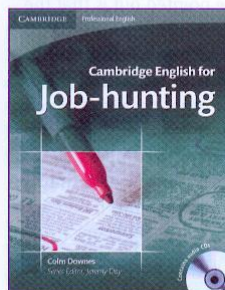
Meetings helps pre-intermediate and intermediate learners develop the skills and language needed to participate in meetings, whether listening to other participants, making a point, or acting as a chairperson. It is divided into six units, each focusing on a core language area. Each unit contains the following sections:

- Context: raising awareness of the skills and issues, including the cultural issues, involved in various meeting scenarios. It also introduces different strategies for developing these skills.
- Presentation and practice: encompassing the core language (vocabulary, functional phrases and pronunciation) linked to these skills.
- Tips: cultural or language related, on how to be more effective in meetings.
- Consolidation: helping the learner apply what has been learned to his/her own work situation.
- Reference: useful phrases and vocabulary.
- Review: study suggestions and further practice (ideal for homework and/or self-study).
- Needs analysis: encouraging a learner to consider what he/she needs to focus on in order to get the most out of the book and learning.
- Learning journal: providing the opportunity to reflect and personalise what has been learned.
- Resources: additional material such as photocopiable frameworks and cards.
- Answer key: including CD transcripts, enabling the learner to work on their own.

The book is definitely recommended for any student required to take part in

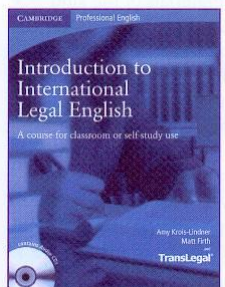
Cambridge English for Job Hunting

Colm Downes
Cambridge University Press 2008



Introduction to International Legal English

Amy Krois-Lindner, Matt Firth and TransLegal
Cambridge University Press 2008
See page 83 for details



“This book not only serves as a guide for all job hunters, highlighting successful techniques, it provides a lot of practice to help potential employees avoid typical job-hunting blunders.”

meetings in which English is used.

Cambridge English for Job Hunting aims to develop and refine the language and communication skills needed in order to get the dream job. The book is designed for both working professionals and those new to the picky job market. The book comprises six units covering the following areas: identifying the stages in a job application; researching the market; writing the perfect CV; identifying features of the perfect cover letter; the dos and don'ts when preparing for an interview, focusing on common interview questions, handling competency-based questions and dealing with telephone interviews; the STAR model (a way of presenting information against selection criteria); and finally keeping in touch with the company, handling rejection, dealing with job offers, declining job offers and withdrawing from consideration, to name a few. There are models of CVs and cover letters to help students.

The accompanying CD provides interview extracts from strong candidates giving model responses to interview questions as well as weak candidates making common mistakes. A comprehensive Answer Key is available at the back of the book and is especially useful for self-study.

This book not only serves as a guide for all job hunters, highlighting successful techniques, it provides a lot of practice to help potential employees avoid typical job-hunting blunders. Overall, it offers wonderful preparation for a successful job hunt that would, hopefully, end in a win-win situation for the job-hunter and the employer.

Introduction to International Legal English (IILE) is an intermediate-level course for learners who need to use

legal English for the study and practice of law. Since the vast majority of practising lawyers in the world deal with commercial law, the authors and TransLegal (Europe's leading firm of lawyer-linguists) focus on the use of English for this purpose, focusing on a number of important topics (such as real property law, contract law, company law, etc.) as well as subjects commonly taught at law schools (such as comparative law).

What should be pointed out is that the legal concepts and practices presented in this book are not only those found in the US and the UK but also in the legal systems of other countries. More importantly, many of the tasks encourage a learner to compare and contrast aspects of the law with the law in his/her own country, thus helping develop an international perspective.

IILE consists of ten units, each dealing with a different area. They introduce important legal concepts as well as relevant vocabulary. Also included are: a glossary of legal terms; the audio transcripts of all listening exercises; and the Answer key to all the exercises.

Each unit is divided into two parts: the study of law and law practice using authentic text materials of the kind commonly encountered by law students and practising lawyers. All texts are accompanied by a wide range of tasks designed to build the core skills of reading, writing, listening and speaking. The Language Focus section at the end of each unit contains exercises on the vocabulary and language topics covered, offering the opportunity for consolidation.

At the end of the book there are case studies based on actual cases featuring authentic texts that lawyers needed to

consult when preparing the case. These provide the basis for communication tasks using the language practised.

IILE is warmly recommended to all who wish to master legal English and require more than simply improved knowledge of the specialised vocabulary needed for successful communication with other lawyers.

All three of these professional English titles are highly recommended.

Dr Nataša Bakić-Mirić

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