

From the authors

All three of us are delighted to be professional business English teachers, and we wanted to share this enthusiasm with other teachers. Whether you are relatively new to teaching, whether you are coming from a general English background and now moving into business English teaching, or whether you already have some experience teaching business English but would like to do it in a more professional way, we hope to help you to successfully help your learners.

It is fulfilling for a teacher to work with business people on the skills they need to perform better in English. This book aims to make you less reliant on coursebooks and other published materials, and more confident using the learners' material as a basis for your courses. That material could be emails, documents or agendas supplied by them, details of phone calls they have made or need to make, presentations they write, or conversations about their business experiences. With such a wealth of relevant material, lessons are entertaining and, most of all, useful for the learner. As a teacher, there is nothing more rewarding than hearing about learners' real-life progress in English tasks – because they used to feel scared answering the phone in English but not longer do so, or they have recently taken part in a successful negotiation which they would not have been able to do before.

Teaching business English also offers you the opportunity to develop your own knowledge of business. Much of the conversation in the classroom requires you to ask questions about the learners' jobs and industries and, while they improve their English, you can learn from the experts who do these jobs every day.

You can also develop your teaching. Business English lessons can be as unpredictable as they can be exciting. Indeed, a privilege. Once freed from a syllabus imposed by a coursebook or other external source, you can experiment with various approaches which will most effectively help your learners to achieve their needs-based goals. Rather than teaching something just because it is 'in the book', you will be teaching what your learners actually need. How refreshing!

So, welcome to the world of professional business English teaching. You have a long journey to look forward to – with possibly a whole new career opening up – across many different industries, in the company of many different individuals and groups, with many different English needs.

Enjoy it!

Debbie Jennifer Caven

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