

# **English for Students of Management**

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## **Preface**

One of the most principles for managers, educated people and students of management is to become familiar with their technical language. In fact English language is a tool with which an exchange of information about the guidelines, approaches and results of research and latest scientific production is introduced. Unfortunately, insisting on translation of passage can somehow decrease knowledge of your reading comprehension extensively and carefully. Hence, for developing a good technical reading comprehension, firstly learning and improving technical vocabulary, grammar and the type of literature in conversation at English environment is needed as well. Generally, according to avoid any mistakes by translation meaning from Persian to English it is need to refer to main English Management passage at English environment.

In fact, the authors has been tried to develop reading skills of management at completely English environment as step towards to acquaint readers with grammar, business and office conversation as well.

Since this book is designed for improving your English the volume is consist of the six general part each of which encompassing their own information that listed below.

**Part one:** technical and typical management text.

**Part two:** provide the meanings of technical and typical management vocabulary.

**Part three:** formal conversation at English organizations.

**Part four:** grammar structure.

**Part five:** grammatical exercises.

It is also a fluent translation of main English passage is presented as a guideline to help learners to translate passage at any time. Of course, It is suggested that learners look for the meaning of new word at dictionary after reading of passage carefully, then read the passage. How ever, please note that these passages are just as a sample and serve as useful tool to toward your goal of English fluency.

We are deeply grateful to our colleagues who have helped us preparing this book.

**Authors**

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