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management tool, although few business people know how to use it. Malcolm Kushner, a prominent consultant to corporations on the use of humor, presents his easy-to-apply formulas that help command respect and attention, build morale, and create a more productive work environment.

InfoWorld Jeffrey Norton
Pub

InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

Computerworld

Cambridge University
Press

In its 114th year, Billboard remains the world's premier weekly music publication and a diverse digital, events, brand, content and data licensing platform. Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music, video, gaming, media, digital and mobile entertainment issues and trends.

Directory of Spoken-word

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Cambridge University
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publication and a diverse digital, events, brand, content and data licensing platform. Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music, video, gaming, media, digital and mobile entertainment issues and trends.

Billboard Routledge

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Billboard Touchstone

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money management, home ownership and many other personal finance topics.

Trademarks

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The Light Touch

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Kiplinger's Personal Finance

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the latest music, video, gaming, media, digital and mobile entertainment issues and trends.

Words on Cassette

Business Goals is a three-level course in communicative Business English. Each Student's Book provides 30 core hours of class work extendable to over 60 hours using the additional material provided.

Functional language, vocabulary and grammar are introduced in manageable amounts.

With a focus on listening and speaking, learners are given the opportunity to build their confidence in areas such as telephoning, ordering, networking and dealing with problems in authentic business contexts. The Business Goals Workbooks provide extra practice in all four skills and are also valuable for students preparing for the BEC examinations, with BEC-style activities and exam advice. Each Workbook comes with an audio CD and contains full transcripts of all recordings. Model answers for speaking tasks are included on the CD. An overview of how the Workbooks link to BEC exams is available on the Business Goals website.

Business Goals 3

Student's Book

Business Goals 1 Teacher's Book Cambridge University Press

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The most trustworthy source of information available today on savings and investments, taxes, money management, home ownership and many other personal finance topics.

How to Use Humor for Business Success

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Business Goals 1 Teacher's Book

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National Library of Medicine Audiovisuals Catalog

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and mobile entertainment issues and trends.

Newsletter

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