



# More Work in Progress : Workbook

By Madeleine du Vivier

Longman Group, 1998. Softcover. Book Condition: Neu. Neu Schnelle Lieferung, Kartonverpackung. Abzugsfähige Rechnung. Bei Mehrfachbestellung werden die Versandkosten anteilig erstattet. - Based on extensive observation of personnel in real companies, this series is designed for students who are working or intend to work in a secretarial, administrative or clerical environment. Building confidence through authentic tasks, the two-stage series trains students to be effective communicators in the workplace. It also provides students with a solid grammar and vocabulary base, with language items clearly presented and practiced throughout. Grammar backups, "Wordfiles" and "Phrasebook" entries provide an ataglance reminder of key gramamr, vobaculary and functional language. The workbook contains additional activities for use either in the classroom or for self-study. 52 pp. Englisch.



#### Reviews

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-- Prof. Alexandro Runolfsson

Great eBook and beneficial one. It is packed with wisdom and knowledge You wont really feel monotony at at any time of your respective time (that's what catalogs are for relating to if you check with me).

-- Maiya Kozey

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Sourcebooks, Inc. Paperback / softback. Book Condition: new. BRAND NEW, You Shouldn't Have to Say Goodbye: It's Hard Losing the Person You Love the Most, Patricia Hermes, Thirteen-year-old Sarah Morrow doesn't think much of the fact that her mother winced a little...



#### Programming in D

Ali Cehreli Dez 2015, 2015. Buch. Book Condition: Neu. 264x182x53 mm. This item is printed on demand - Print on Demand Neuware - The main aim of this book is to teach D to readers who are new to computer programming. Although...



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