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Oxford University Press
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Edition offers business professionals more communication and language practice than ever before, helping students develop relevant communication skills they can use immediately in the workplace.

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Teacher's Book provides support for using the course flexibly in 1 to 1 lessons and with pre-work students. For those working through the book in order, continuity is maintained throughout the book to provide natural progression. Enrich your lessons with ready-to-go resources to pick up and teach in class. NEW photocopiable worksheets for each unit provide more practice for the main sections of each unit: Working with Words, Language at Work and Business Communication. NEW online resources for teachers include Viewpoint video files to stream or download, audio files to stream or download, sample emails for each unit, downloadable business cards, and progress tests. Help students advance their career through progress tracking and assessment support. Clear Outcomes - 'you can' statements help students monitor their own progress, and downloadable progress tests enable you to track students' progress in language skills and speaking skills. NEW Online Practice provides extra interactive practice activities with instant feedback on answers and automatic grading, allowing students to independently review their learning. Online Practice allows you to easily track and report on your students' progress, keeping you up-to-date with your students' learning. Downloadable progress tests

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Business Result Second Edition offers business professionals more communication and language practice than ever before, helping students develop relevant communication skills they can use immediately in the workplace.

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Student's book
[interactive
workbook material
by Gareth Davies &
Shaun Wilden]**

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Teaching notes, ideas, and activities to make lessons more involving and enjoyable 16 unit tests to help monitor students' progress Teacher Training DVD which covers 3 pedagogical Business English themes per level 3 DVD worksheets per level, including activities to go with the Teacher Training DVD.

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Student's Book. Pre-intermediate

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Business Benchmark Pre-Intermediate to Intermediate

Personal Study Book BEC and BULATS Edition *Cambridge University Press*

Business Benchmark helps students get ahead with their Business English vocabulary and skills and gives them grammar practice in business contexts. The Personal Study Book contains essential grammar and vocabulary practice for students at a lower-intermediate level. Student's Books,

Teacher's Resource Books and Audio CDs (2) are also available.

Business result. Pre-intermediate : Student's book [interactive workbook material by Gareth Davies & Shaun Wilden]

Business Result DVD Edition: Pre-Intermediate: Teacher's Book Pack

Business Result DVD Edition Teacher's Book with Class DVD and Teacher Training DVD *OUP Oxford*

Teaching notes, ideas, and activities to make lessons more involving and enjoyable 16 unit tests to help monitor students' progress NEW Class DVD with video, plus downloadable

worksheets for every clip Teacher Training DVD which covers 3 pedagogical Business English themes per level 3 Teacher Training DVD worksheets per level, including activities to go with the Teacher Training DVD

Red Notice

A True Story of High Finance, Murder, and One Man's Fight for Justice *Simon and Schuster*

"[Red Notice] does for investing in Russia and the former Soviet Union what Liar's Poker did for our understanding of Salomon Brothers, Wall Street, and the mortgage-backed securities business in the 1980s. Browder's business saga meshes well with the story of

corruption and murder in Vladimir Putin's Russia, making *Red Notice* an early candidate for any list of the year's best books" (*Fortune*). "Part John Grisham-like thriller, part business and political memoir." —*The New York Times*

This is a story about an accidental activist. Bill Browder started out his adult life as the Wall Street maverick whose instincts led him to Russia just after the breakup of the Soviet Union, where he made his fortune. Along the way he exposed corruption, and when he did, he barely escaped with his life. His Russian lawyer Sergei Magnitsky wasn't so lucky: he ended up in jail, where he was tortured to death. That changed Browder forever. He

saw the murderous heart of the Putin regime and has spent the last half decade on a campaign to expose it. Because of that, he became Putin's number one enemy, especially after Browder succeeded in having a law passed in the United States—the Magnitsky Act—that punishes a list of Russians implicated in the lawyer's murder. Putin famously retaliated with a law that bans Americans from adopting Russian orphans. A financial caper, a crime thriller, and a political crusade, *Red Notice* is the story of one man taking on overpowering odds to change the world, and also the story of how, without intending to, he found meaning in his life.

**Business Benchmark
Pre-intermediate to
Intermediate
BULATS Student's
Book** *Cambridge
University Press*

La 4e de couv. indique : "Business benchmark second edition is the official Cambridge English preparation course for BULATS. A pacy, topic-based course with comprehensive coverage of language and skills for business, it motivates and engages both professionals and students preparing for working life."

Market Leader

**Business English
Course Book :
Intermediate**

**UN75 - The Future
We Want, the United
Nations We Need**

United Nations

In January 2020, the United Nations launched the global consultation to mark its 75th anniversary. Through surveys and dialogues, it asked people about their hopes and fears for the future – representing the UN's most ambitious effort to date to understand expectations of international cooperation and of the UN in particular. It is also the largest survey to date on priorities for recovering from the COVID-19 (coronavirus, COVID) pandemic. By September 2020, over a million people from all countries and all walks of life had taken part. Their answers provide unique insights into what the public wants at this challenging time. The

key findings are contained in this publication.

The Coding Manual for Qualitative Researchers SAGE

The Second Edition of Johnny Saldaña's international bestseller provides an in-depth guide to the multiple approaches available for coding qualitative data. Fully up to date, it includes new chapters, more coding techniques and an additional glossary. Clear, practical and authoritative, the book:

- describes how coding initiates qualitative data analysis
- demonstrates the writing of analytic memos
- discusses available analytic software
- suggests how best to use The Coding Manual for Qualitative Researchers for

particular studies. In total, 32 coding methods are profiled that can be applied to a range of research genres from grounded theory to phenomenology to narrative inquiry. For each approach, Saldaña discusses the method's origins, a description of the method, practical applications, and a clearly illustrated example with analytic follow-up. A unique and invaluable reference for students, teachers, and practitioners of qualitative inquiry, this book is essential reading across the social sciences.

English Result

The Business 2. 0 MacMillan

Based on the success of the original edition,

The Business 2.0 continues to offer Business English students the confidence, language and fundamentals skills they need to succeed in the competitive international business environment. The Teacher's Book contains notes and answer keys. This pack comes with the Teacher's Resource Disc.

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Seventh Edition and The Standard for Project Management (RUSSIAN) *Project Management Institute* PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has

significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide & Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide:

- Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.);
- Provides an

entire section devoted to tailoring the development approach and processes; • Includes an expanded list of models, methods, and artifacts; • Focuses on not just delivering project outputs but also enabling outcomes; and • Integrates with PMI Standards+™ for information and standards application content based on project type, development approach, and industry sector.

New Headway: Pre-Intermediate Fourth Edition: Student's Book *OUP Oxford*

Ethics for A-Level *Open Book Publishers*
What does pleasure have to do with morality? What role, if

any, should intuition have in the formation of moral theory? If something is 'simulated', can it be immoral? This accessible and wide-ranging textbook explores these questions and many more. Key ideas in the fields of normative ethics, metaethics and applied ethics are explained rigorously and systematically, with a vivid writing style that enlivens the topics with energy and wit. Individual theories are discussed in detail in the first part of the book, before these positions are applied to a wide range of contemporary situations including business ethics, sexual ethics, and the acceptability of eating animals. A wealth of real-life examples, set

out with depth and care, illuminate the complexities of different ethical approaches while conveying their modern-day relevance.

This concise and highly engaging resource is tailored to the Ethics components of AQA Philosophy and OCR Religious Studies, with a clear and practical layout that includes end-of-chapter summaries, key terms, and common mistakes to avoid. It should also be of practical use for those teaching Philosophy as part of the International Baccalaureate. Ethics for A-Level is of particular value to students and teachers, but Fisher and Dimmock's precise and scholarly approach will appeal to anyone seeking a rigorous and

lively introduction to the challenging subject of ethics. Tailored to the Ethics components of AQA Philosophy and OCR Religious Studies.

Face2face Pre-intermediate Student's Book with DVD-ROM *Cambridge University Press*

face2face Second edition is the flexible, easy-to-teach, 6-level course (A1 to C1) for busy teachers who want to get their adult and young adult learners to communicate with confidence.

Harvest for Hope

A Guide to Mindful Eating *Grand Central Publishing*

From world-renowned scientist Jane Goodall, as seen in the new National Geographic

documentary Jane, comes a provocative look into the ways we can positively impact the world by changing our eating habits. "One of those rare, truly great books that can change the world." - John Robbins, author of *The Food Revolution*

The renowned scientist who fundamentally changed the way we view primates and our relationship with the animal kingdom now turns her attention to an incredibly important and deeply personal issue-taking a stand for a more sustainable world. In this provocative and encouraging book, Jane Goodall sounds a clarion call to Western society, urging us to take a hard look at the food we produce and consume-and showing us how easy it is to

create positive change. Offering her hopeful, but stirring vision, Goodall argues convincingly that each individual can make a difference. She offers simple strategies each of us can employ to foster a sustainable society. Brilliant, empowering, and irrepressibly optimistic, *HARVEST FOR HOPE* is one of the most crucial works of our age. If we follow Goodall's sound advice, we just might save ourselves before it's too late.

Business Result

Business Result Second Edition offers business professionals more communication and language practice than ever before, so they develop business English skills to use immediately. Relevant, personalized practice

for people at work. With Business Result Second Edition, students practise language that is relevant to their work context, so they can use what they learn in real work situations. NEW Talking Point discussion lessons are based on an interesting business concept, process or approach that is relatable for any student in any business profession. The personalized Talking Point tasks allow students to apply the concept to their own working contexts, and provide the opportunity to use language from the unit. NEW Viewpoints integrate video into the lesson to bring business English to life - and build communication skills for business. Each video lesson relates to

content in the units and builds up to a communicative task. NEW Language Points provide explicit focus on the meaning and form of the target language applied in a business context. EXTENDED Practically Speaking sections help students put language to use immediately. In every unit, Practically Speaking relates clearly to the unit content, and includes input, analysis and practice. Easily adapt Business Result Second Edition to fit your teaching context. The IMPROVED modular structure of Business Result Second Edition means it can be easily adapted to fit your teaching context. Each section within a unit works in a modular way - they can be completed as

standalone activities according to your needs. You can choose lessons that are most relevant for your students. The Teacher's Book provides support for using the course flexibly in 1 to 1 lessons and with pre-work students. For those working through the book in order, continuity is maintained throughout the book to provide natural progression. Enrich your lessons with ready-to-go resources to pick up and teach in class. NEW photocopiable worksheets for each unit provide more practice for the main sections of each unit: Working with Words, Language at Work and Business Communication. NEW online resources for teachers include Viewpoint video files to stream or download, audio files to stream or download, sample emails for each unit, downloadable business cards, and progress tests. Help students advance their career through progress tracking and assessment support. Clear Outcomes - 'you can' statements help students monitor their own progress, and downloadable progress tests enable you to track students' progress in language skills and speaking skills. NEW Online Practice provides extra interactive practice activities with instant feedback on answers and automatic grading, allowing students to independently review their learning. Online Practice allows you to

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English Result: Pre-Intermediate Teacher's Book with DVD Pack

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Business Essentials B1 *Oxford University Press*

Business Essentials features six modules covering key business communication skills, with audio and video fully integrated into the course. Business Essentials is ideal as a standalone short course, or as a complement to a general English course.

Business Result Upper-Intermediate *OXFORD*

With its communicative

syllabus, authentic business material, and expert tips from a leading management school, plus interactive multi-media, Business Result helps students learn the communication skills they need for work quickly and effectively.

Nigellissima

Easy Italian-Inspired Recipes: A Cookbook

Clarkson Potter

A celebration of Italian food that is fresh, delicious, and unpretentious with 120 quick and easy recipes to elevate weeknight meals into no-fuss feasts. Before she was a Food Network star and bestselling cookbook author, Nigella found her way to Florence, where she learned to cook like an Italian. With beautiful

color photographs to inspire, Nigellissima has all the hallmarks of traditional Italian fare in its faithfulness to the freshest ingredients and simplest methods. From pasta and meat to fish, vegetables, and, of course, dolci, there is something for every mood, season, and occasion: Curly-Edged Pasta with Lamb Ragu; Spaghettoni with Lemon and Garlic Breadcrumbs; Meatzza, a meatball mixture pressed into a pan and finished with traditional Margherita ingredients; and Baby Eggplant with Oregano and Red Onion. Never an afterthought, Nigella's low-maintenance "sweet things" include Instant Chocolate-Orange Mousse; light, doughnut-like Sambuca Kisses; and One-Step No-Churn

Coffee Ice Cream, to name just a few. Nigella believes that every ingredient must earn its place in a recipe, and she gives tips and techniques for making the most of your time in the kitchen. She guides you to stocking your pantry with a few supermarket ingredients and shows you how to make the most of them for spontaneous meals that taste boldly Italian. Nigellissima is a love letter to the pleasures of cooking—and eating—the way Italians do. With a nod to the traditional but in Nigella's trademark style, here are recipes that excite the imagination without stressing the cook.

Medical and Dental

Expenses

Skills for Business Studies Advanced

Oxford University Press
Skills for Business Studies teaches academic reading and writing skills for students studying Business Studies and related degree courses.

Soft Skills Hard Results

A Practical Guide to People Skills for Analytical Leaders

Practical Inspiration Publishing

BUSINESS BOOK AWARDS 2021 SHORTLISTED TITLE

Everyone says a great leader needs EQ, Emotional Intelligence, soft skills, blah, blah, blah. What does that even mean? Where do you start? Where's the

line for that on the P&L? You might think that business is all about facts and figures. You probably prefer it that way. The truth is that as uncertainty and business complexity increases, successful leaders need to embrace soft skills to get the best out of their people in a sustainable manner. In this succinct, no-nonsense approach, Anne Taylor shares: Key soft skills relevant for leadership and practical applications of how to use them every day drawn from real-life case studies Straightforward tools to better understand yourself, because your leadership starts with YOU Simple frameworks to communicate with others to get things done while building a stronger relationship with them (at the same time, how efficient!) Logical ideas you can try immediately with on-line support if you want it. All done in an easy to read, logical, organized manner for people who prefer facts and don't consider themselves natural 'people people.' In a direct yet professional manner, Anne combines the results-oriented focus from her extensive business background in Fortune 100 corporations with her passion for personal awareness and conscious choice to help you get better results through your people, fast. The Practical Principles in this book, when applied, practiced and honed, can improve your effectiveness,

impact and bottom-line results.