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Reviews

This book is wonderful. It really is written in easy words and never difficult to understand. I am quickly can get a satisfaction of reading a created ebook.




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Createspace Independent Publishing Platform, 2017. Paperback. Condition: New. Language: Arabic . Brand New Book ***** Print on Demand *****.In today s globalized world, there is a growing tendency in many Arabic-speaking countries to use English as the language of instruction at universities and as a language of communication at the workplace. Consequently, many Arab students face challenges during their first college semesters. New entrants into the corporate world face similar challenges. Fortunately, they need look no further than Basic Management Concepts and Terms, an innovative guide that will help them make the transition into learning in English language. Written by an experienced administrator, manager, trainer and translator, and organized in an easy and practical way - perfect for completing within couple of weeks, the book helps teach Arab students the basic management concepts and terms as well as the communication and writing skills they need to jumpstart their management education. Each chapter focuses on a specific topic in a direct and easy-to-understand way. The book further contains a practical lexicon, past examination questions and a writing template with key words. Diverse and simple, the topics included in this unique guide will pave the way for studying and practicing management in English language.

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