

Business Goals 1 Audio Cassettes

For more than 40 years, Computerworld has been the leading source of technology news and information for IT influencers worldwide. Computerworld's award-winning Web site (Computerworld.com), twice-monthly publication, focused conference series and custom research form the hub of the world's largest global IT media network.

National Library of Medicine Audiovisuals Catalog

Billboard

Training Directory for Business and Industry

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

Guerrilla Marketing for the Home-based Business

Computerworld

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A handy guide offering a practical plan for targeting skills any employee wants to develop and employers most desire. It's hard to tell if today's competitive job market is more unsettling for employees seeking job security or companies trying to retain loyal workers. The Value-Added Employee provides fresh insights on what makes employees valuable to the organization and how companies can keep productive employees on the job. Employees will understand how to increase their personal marketability by developing specific skills, knowledge, and attitudes. Managers and coaches will find the tools and resources to make employees more valuable to the organization. Even policymakers and human resource professionals can drive change and business improvement through the application of competency modeling processes. The Value-Added Employee is a step-by-step plan for targeting the competencies an employee wants to develop and employers most desire. It discusses 31 core competencies, including interpersonal competencies, business competencies, and self-management competencies. Designed as a handbook, The Value-Added Employee is a toolkit of ideas and a workbook to be written in and referred to on a regular basis. Through its use, employees and their companies will discover a firm foundation for meeting future goals.

Words on Cassette

On Cassette

A Comprehensive Bibliography of Spoken Word Audiocassettes

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.

Commerce Business Daily

Official Gazette of the United States Patent and Trademark Office

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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

Kiplinger's Personal Finance

Media Review Digest

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

The Value-Added Employee

Trademarks

Business Goals 1 Teacher's Book

Describes marketing techniques particularly effective for home-based businesses, emphasizing the importance of positioning, word-of-mouth advertising, direct mail, and customer service