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ENGLISH FOR TAXATION Lutfi Ashar Mauludin, Nitami Galih Pangesti, 2025-03-25 The book is organized into 11 chapters across four distinct sections Chapters 1 through 5 focus on expanding vocabulary related to taxation Chapters 6 through 9 are dedicated to enhancing conversational skills Chapter 10 is geared towards preparing students for formal presentations while Chapter 11 provides specific guidance on preparing for and performing in job interviews Each chapter is crafted to help students progress from learning terminology and practicing professional conversations to delivering formal presentations and handling interviews in more demanding contexts

Soft Skills For Business Dr. C. Nagaraja, 2026-02-03 Soft Skills for Business is a comprehensive guide designed to equip learners with the essential communication and professional competencies required in today s dynamic business world The book presents a well structured approach to understanding and applying key soft skills across professional environments It begins by exploring the principles of communication and its significant role in workplace success Readers are introduced to various modes of communication including verbal non verbal and written forms complemented by insights into formal and informal communication systems within organisations The subsequent modules delve into essential business communication tools such as circulars memos and emails offering practical templates and examples to support effective learning A rich section on professional writing teaches the art of drafting impactful letters business correspondence and well structured emails Additionally the book focuses on career building skills including r sum writing cover letters meeting documentation and action reports all of which enhance employability and workplace readiness The final module emphasises public speaking and negotiation techniques highlighting interpersonal communication teamwork and cross cultural understanding Supported by multiple choice questions review exercises and real time case examples this book is an ideal resource for students young

professionals and anyone aspiring to improve their corporate communication skills *The Routledge Handbook of Public Speaking Research and Theory* Stevie M. Munz, Tim McKenna-Buchanan, Anna M. Wright, 2024-04-18 Providing a comprehensive survey of the empirical research theory and history of public speaking this handbook fills a crucial gap in public speaking pedagogy resources and provides a foundation for future research and pedagogical development Bringing together contributions from both up and coming and senior scholars in the field this book offers a thorough examination of public speaking guided by research across six key themes the history of public speaking the foundations of public speaking issues of diversity equity and inclusion considerations of public speaking across contexts assessment of public speaking and the future of public speaking in the twenty first century The evidence based chapters engage with a broad discussion of public speaking through a variety of viewpoints to demonstrate how subtopics are connected and fraught with complexity Contributors explore public speaking in education business and professional settings and political contexts and outline how skills learned through public speaking are applicable to interpersonal small group and business interactions Reinforcing the relevance importance and significance of public speaking in individual interpersonal social and cultural communication contexts this accessibly written handbook will be an indispensable resource for public speaking instructors and program administrators It will also be valuable reading for Communication Pedagogy and Introduction to Graduate Studies courses

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management students for years to come Additional content can now be found on the author s website www.rethinkbuscomm.net

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The British National Bibliography Arthur James Wells,2009 **Presentation Perfect** Alastair Grant,1998 Written with the needs of the busy executive in mind and based on real life experience rather than theory this text aims to offer the reader a practical toolbox of tips and techniques for every presentation both formal and informal

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