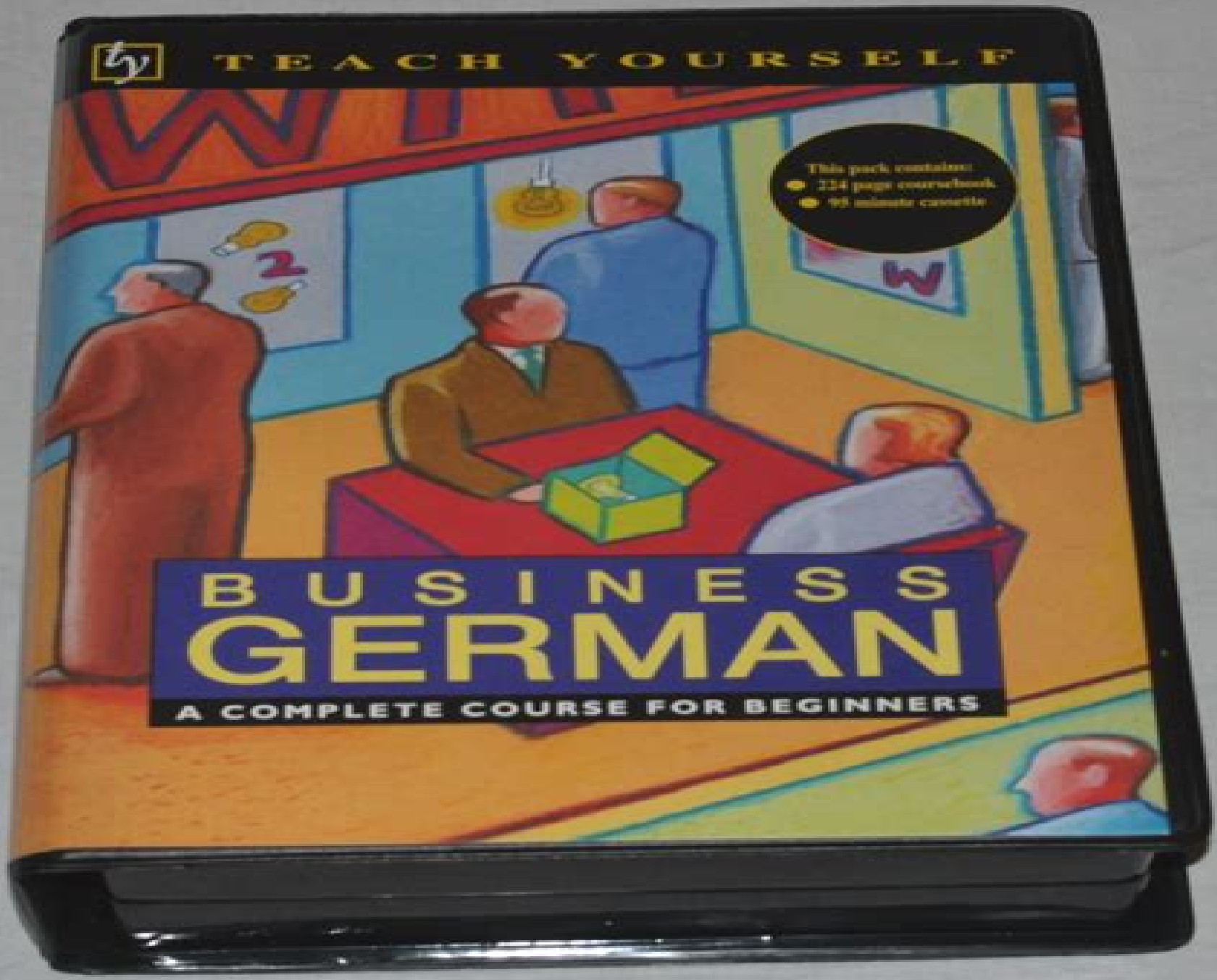
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assessment and evaluation It also suggests solutions to common teaching problems The emphasis throughout is practical and a large part of the book focuses on classroom procedures There are activities for all the major skill areas and most can be used with minimal preparation Notes on key areas are included as well as sample correspondence test items worksheets and forms The quick reference index allows for easy access to the guidelines and classroom procedures **Smart Business** James Leibert,2005-01-14 Smart Business is the definitive primer for understanding why companies behave as they do what the basics of sound business practice are and where the stakeholders fit in There are a handful of fairly simple but key drivers behind the way businesses operate and James Leibert explains them Smart Business will enable readers to fast track their business skills Smart books are essential primers to the key issues facing business people They are practical and action oriented providing instant knowledge for ambitious and hungry professionals who want to make a lasting impression throughout their career Smart books are designed to give killer approaches to key business subjects and deliver sound principles in a style that is both informative and has attitude They are the prefect resource for time starved information hungry business people everywhere **Top Secret Business Humor** Thejendra Sreenivas, The modern workplace environment has always been a source of comedy from decades but very few people are willing to openly admit it Many executives think humor and laughter are unproductive unprofessional and being serious and gloomy is the only way to spend their work life This is why most modern workplaces have become extremely humorless artificial and stressful But we don t have to be humorless to run a business Actually the ability to laugh at yourself and your work are the qualities of great and successful leaders Having a sense of humor can lighten up difficult situations and creatively solve many personal and business problems You must be able to think in atrocious ridiculous and illogical terms Modern management consultants call this thinking out of the box but I call it old fashioned creativity and humor that has existed from centuries Top Secret Business Humor is a collection of witty satire related to corporate stuff like processes performance change strategy customer satisfaction meetings quality and other workplace dramas we endure for several hours a day This book is all about imagining the creative and wackier side of working in an office to rejuvenate and brighten your day The chapters are all fictitious and can be taken with a pinch of salt though the paper used may not be edible The author makes no representations or warranties of any kind with respect to the accuracy usability or usefulness of the contents So get serious about injecting some humor in your life **Run Your Own Business: Teach Yourself Ebook Epub** Kevin Duncan,2010-01-29 Running your own business can be a daunting challenging and sometimes stressful experience but also one of the most rewarding This book expertly guides you through the principles of running a successful business Crammed with practical advice from assessing pro s and cons to motivating yourself and adopting effective practices it will prove invaluable as you tackle one of the biggest adventures of your life NOT GOT MUCH TIME One and five minute introductions to key principles to get you started AUTHOR INSIGHTS Lots of instant help with common problems and quick tips for success based on the author s

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