

THE SLANGMAN[®]

GUIDE  TO

BIZ SPEAK 1

SLANG, IDIOMS & JARGON USED IN BUSINESS ENGLISH

Front cover:

jump through hoops (to) exp. to try to please your boss by doing everything he/she asks, even to the point of exhaustion (like an animal who obeys its master when made to jump through hoops during a circus performance).



SLANGMAN DAVID BURKE

Slangman Guide To Biz Speak

Lei Shi



Slangman Guide To Biz Speak :

Getting the books **Slangman Guide To Biz Speak** now is not type of challenging means. You could not and no-one else going considering ebook accrual or library or borrowing from your associates to approach them. This is an totally simple means to specifically acquire guide by on-line. This online declaration Slangman Guide To Biz Speak can be one of the options to accompany you when having further time.

It will not waste your time. say yes me, the e-book will totally space you extra event to read. Just invest tiny period to entre this on-line broadcast **Slangman Guide To Biz Speak** as capably as review them wherever you are now.

https://archive.kdd.org/results/book-search/default.aspx/society_of_renaissance_florence.pdf

Table of Contents Slangman Guide To Biz Speak

1. Understanding the eBook Slangman Guide To Biz Speak
 - The Rise of Digital Reading Slangman Guide To Biz Speak
 - Advantages of eBooks Over Traditional Books
2. Identifying Slangman Guide To Biz Speak
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Slangman Guide To Biz Speak
 - User-Friendly Interface
4. Exploring eBook Recommendations from Slangman Guide To Biz Speak
 - Personalized Recommendations
 - Slangman Guide To Biz Speak User Reviews and Ratings
 - Slangman Guide To Biz Speak and Bestseller Lists
5. Accessing Slangman Guide To Biz Speak Free and Paid eBooks

- Slangman Guide To Biz Speak Public Domain eBooks
- Slangman Guide To Biz Speak eBook Subscription Services
- Slangman Guide To Biz Speak Budget-Friendly Options
- 6. Navigating Slangman Guide To Biz Speak eBook Formats
 - ePub, PDF, MOBI, and More
 - Slangman Guide To Biz Speak Compatibility with Devices
 - Slangman Guide To Biz Speak Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Slangman Guide To Biz Speak
 - Highlighting and Note-Taking Slangman Guide To Biz Speak
 - Interactive Elements Slangman Guide To Biz Speak
- 8. Staying Engaged with Slangman Guide To Biz Speak
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Slangman Guide To Biz Speak
- 9. Balancing eBooks and Physical Books Slangman Guide To Biz Speak
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Slangman Guide To Biz Speak
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Slangman Guide To Biz Speak
 - Setting Reading Goals Slangman Guide To Biz Speak
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Slangman Guide To Biz Speak
 - Fact-Checking eBook Content of Slangman Guide To Biz Speak
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

Slangman Guide To Biz Speak Introduction

In this digital age, the convenience of accessing information at our fingertips has become a necessity. Whether its research papers, eBooks, or user manuals, PDF files have become the preferred format for sharing and reading documents. However, the cost associated with purchasing PDF files can sometimes be a barrier for many individuals and organizations. Thankfully, there are numerous websites and platforms that allow users to download free PDF files legally. In this article, we will explore some of the best platforms to download free PDFs. One of the most popular platforms to download free PDF files is Project Gutenberg. This online library offers over 60,000 free eBooks that are in the public domain. From classic literature to historical documents, Project Gutenberg provides a wide range of PDF files that can be downloaded and enjoyed on various devices. The website is user-friendly and allows users to search for specific titles or browse through different categories. Another reliable platform for downloading Slangman Guide To Biz Speak free PDF files is Open Library. With its vast collection of over 1 million eBooks, Open Library has something for every reader. The website offers a seamless experience by providing options to borrow or download PDF files. Users simply need to create a free account to access this treasure trove of knowledge. Open Library also allows users to contribute by uploading and sharing their own PDF files, making it a collaborative platform for book enthusiasts. For those interested in academic resources, there are websites dedicated to providing free PDFs of research papers and scientific articles. One such website is Academia.edu, which allows researchers and scholars to share their work with a global audience. Users can download PDF files of research papers, theses, and dissertations covering a wide range of subjects. Academia.edu also provides a platform for discussions and networking within the academic community. When it comes to downloading Slangman Guide To Biz Speak free PDF files of magazines, brochures, and catalogs, Issuu is a popular choice. This digital publishing platform hosts a vast collection of publications from around the world. Users can search for specific titles or explore various categories and genres. Issuu offers a seamless reading experience with its user-friendly interface and allows users to download PDF files for offline reading. Apart from dedicated platforms, search engines also play a crucial role in finding free PDF files. Google, for instance, has an advanced search feature that allows users to filter results by file type. By specifying the file type as "PDF," users can find websites that offer free PDF downloads on a specific topic. While downloading Slangman Guide To Biz Speak free PDF files is convenient, its important to note that copyright laws must be respected. Always ensure that the PDF files you download are legally

available for free. Many authors and publishers voluntarily provide free PDF versions of their work, but it's essential to be cautious and verify the authenticity of the source before downloading Slangman Guide To Biz Speak. In conclusion, the internet offers numerous platforms and websites that allow users to download free PDF files legally. Whether it's classic literature, research papers, or magazines, there is something for everyone. The platforms mentioned in this article, such as Project Gutenberg, Open Library, Academia.edu, and Issuu, provide access to a vast collection of PDF files. However, users should always be cautious and verify the legality of the source before downloading Slangman Guide To Biz Speak any PDF files. With these platforms, the world of PDF downloads is just a click away.

FAQs About Slangman Guide To Biz Speak Books

1. Where can I buy Slangman Guide To Biz Speak books? Bookstores: Physical bookstores like Barnes & Noble, Waterstones, and independent local stores. Online Retailers: Amazon, Book Depository, and various online bookstores offer a wide range of books in physical and digital formats.
2. What are the different book formats available? Hardcover: Sturdy and durable, usually more expensive. Paperback: Cheaper, lighter, and more portable than hardcovers. E-books: Digital books available for e-readers like Kindle or software like Apple Books, Kindle, and Google Play Books.
3. How do I choose a Slangman Guide To Biz Speak book to read? Genres: Consider the genre you enjoy (fiction, non-fiction, mystery, sci-fi, etc.). Recommendations: Ask friends, join book clubs, or explore online reviews and recommendations. Author: If you like a particular author, you might enjoy more of their work.
4. How do I take care of Slangman Guide To Biz Speak books? Storage: Keep them away from direct sunlight and in a dry environment. Handling: Avoid folding pages, use bookmarks, and handle them with clean hands. Cleaning: Gently dust the covers and pages occasionally.
5. Can I borrow books without buying them? Public Libraries: Local libraries offer a wide range of books for borrowing. Book Swaps: Community book exchanges or online platforms where people exchange books.
6. How can I track my reading progress or manage my book collection? Book Tracking Apps: Goodreads, LibraryThing, and Book Catalogue are popular apps for tracking your reading progress and managing book collections. Spreadsheets: You can create your own spreadsheet to track books read, ratings, and other details.
7. What are Slangman Guide To Biz Speak audiobooks, and where can I find them? Audiobooks: Audio recordings of books, perfect for listening while commuting or multitasking. Platforms: Audible, LibriVox, and Google Play Books offer

- a wide selection of audiobooks.
8. How do I support authors or the book industry? Buy Books: Purchase books from authors or independent bookstores. Reviews: Leave reviews on platforms like Goodreads or Amazon. Promotion: Share your favorite books on social media or recommend them to friends.
 9. Are there book clubs or reading communities I can join? Local Clubs: Check for local book clubs in libraries or community centers. Online Communities: Platforms like Goodreads have virtual book clubs and discussion groups.
 10. Can I read Slangman Guide To Biz Speak books for free? Public Domain Books: Many classic books are available for free as they're in the public domain. Free E-books: Some websites offer free e-books legally, like Project Gutenberg or Open Library.

Find Slangman Guide To Biz Speak :

~~society of renaissance florence~~

sociological lives social change and the life course volume 2 american sociological association presidential series

~~social welfare and development~~

social policy and administration in new zealand.

~~social movements in america markham sociology series~~

~~society state and urbanism ibn khalduns sociological thought~~

~~social impact of aids in the united states~~

~~sociology a rural~~

~~social therapy a guide to social support interventions for mental health practitioners~~

~~socialist economies and the transition to the market~~

~~social problems contemporary readings~~

socialists and clab

social political ideas of some english

social security in britain

~~social studies one anthology teachers guide~~

Slangman Guide To Biz Speak :

newspaper headlines that use personification sibole online - Mar 09 2023

web to get started finding newspaper headlines that use personification you are right to find our website which has a comprehensive collection of manuals listed our library is

newspaper headlines that use personification - Oct 24 2021

web topic triggered metaphors in newspaper headlines upt newspapers and journalism put learning first newspaper headlines that use personification kestra

list of 151 catchy newspaper slogans and great taglines - Feb 25 2022

web apr 23 2017 echo rag voice review messenger beacon see all of the greatest newspaper names of all time go here to see some more slogan examples and find

the example newspaper s headline with personification - Aug 14 2023

web download scientific diagram the example newspaper s headline with personification from publication rhetorical expressions in headlines of kannada newspapers with special reference to

identifying figurative language in newspaper headlines learny - May 11 2023

web displaying top 8 worksheets found for identifying figurative language in newspaper headlines some of the worksheets for this concept are identifying figurative language

newspaper headlines that use personification book - Mar 29 2022

web headlines that use personification an enthralling opus penned by a highly acclaimed wordsmith readers embark on an immersive expedition to unravel the intricate

8 impactful newspaper fonts for your next headline - May 31 2022

web mar 24 2020 rozha one a great newspaper font due to its letters thick and thin strokes rozha one is the perfect choice for large headlines can be successfully used for

newspaper headlines that use personification - Jul 01 2022

web acces pdf newspaper headlines that use personification tomsk russia on 27 28 february 2019 the conference focused on such issues as interdisciplinary pedagogy

explanation of newspaper headlines for english - Jan 07 2023

web mar 28 2019 there are a number of verb changes made to headlines the most common are simple tenses used instead of continuous or perfect forms for example forgotten

metaphorical language in newspaper headlines the invisible - Jun 12 2023

web one of the main ideas mentioned in metaphors we live by is that argument is war strategic usage in words are metaphors because those strategies used in arguing

newspaper headlines that use personification secure4 khronos - Jan 27 2022

web jun 26 2023 that use personification download books newspaper headlines that use personification online download books newspaper headlines that use

newspaper headlines that use personification - Apr 10 2023

web newspaper headlines that use personification the sun examples of personification angela s poems may 13th 2018 i have used italics to highlight the examples of

newspaper headlines that use personification - Jul 13 2023

web 2 newspaper headlines that use personification 2020 07 29 newspaper headlines that use personification downloaded from reports budgetbakers com by guest piper

get free newspaper headlines that use personification - Aug 02 2022

web dec 4 2022 2 newspaper headlines that use personification 4 12 2022 en human characteristics or qualities in other words using our language we only done by

the personification of nbc news capital research center - Feb 08 2023

web feb 17 2015 he is the personification of nbc news and that includes the lyin part dr steven j allen a journalist with 45 years experience dr allen served as press

news headline writing examples format pdf - Nov 05 2022

web 1 be accurate this is the most important thing to remember when writing a news headline it must be accurate and must be based on the gathered facts about the story always

newspaper headlines that use personification forms imcost edu - Dec 26 2021

web pronouncement newspaper headlines that use personification that you are looking for it will extremely squander the time however below as soon as you visit this web page it

newspaper headlines that use personification - Sep 22 2021

web may 6th 2018 topic triggered metaphors in newspaper headlines newspaper headlines via their metonymic and metaphorical headlines to use a wide

newspaper headlines that use personification - Apr 29 2022

web dec 23 2022 newspaper headlines that use personification is available in our book collection an online access to it is set as public so you can download it instantly our

newspaper headlines that use personification full pdf - Nov 24 2021

web newspaper headlines that use personification book review unveiling the power of words in a world driven by information and connectivity the power of words has be more

newspaper headline generator 1 000 headline ideas - Dec 06 2022

web feb 9 2022 over 1 000 newspaper headline ideas to use for your own articles use this newspaper headline generator to get a random headline idea

newspaper headlines that use personification - Oct 04 2022

web april 9th 2018 browse and read newspaper headlines that use personification newspaper headlines that use personification do you need new reference to

newspaper headlines that use personification florida state - Sep 03 2022

web john snowling daily pilot los angeles times newspaper headlines that use personification italian prime minister giorgia meloni revealed wednesday she takes

mumbai university english m com study material - Sep 05 2022

web introduction to strategic management introduction to strategic management marathi economics of global trade mar old economics of global trade eng rev economics of global trade mar rev accountancy group mcom ac paper i mcom ac paper ii management group human resource management paper i english

m com part i strategic management university of - Jul 15 2023

web paper i strategic management compulsory paper objectives 1 to introduce students to the subjects of strategic management 2 to give them fair understanding of strategy formulation implementation monitoring and evaluation 3 to familiarize students to corporate strategies functional strategies and global strategies 4

mcom notes pdf syllabus study material 2021 geektonight - Feb 10 2023

web jan 11 2023 download business environment notes pdf books syllabus for mcom we provide complete business environment pdf business environment study material includes business environment notes business

short introduction to strategic management cambridge - Mar 11 2023

web cambridge short introductions series editors cary l cooper cbe lancaster university thomas g cummings university of southern california the purpose of this innovative series is to provide short authoritative reasonably priced books for students taking a first course in management particularly at mba and masters level

kmnb301 strategic management theintactone - May 13 2023

web sep 14 2021 kmnb301 strategic management last updated on september 20th 2021 at 09 20 pm unit 1 introduction book meaning nature scope and importance of strategy view meaning nature scope and importance of strategic management view model of strategic management view

strategic management notes pdf strategic management notes - Jul 03 2022

web strategic management notes overview the greatest challenge for a successful organization is change this threatening change may either be internal or external to the enterprise the concept of strategy the concept of strategy in business has

been borrowed from military science and sports where it implies out maneuvering the

strategic financial management mcom finance - Feb 27 2022

web my library strategic financial management capital structure refers to the proportion of debt capital preference view

more university mahatma gandhi university course mcom finance group i 409 documents

m com advanced strategic management university of calicut - Jun 14 2023

web simply strategic management can be defined as a process which involves setting objectives analysing the competitive environment analysing the internal organization evaluating strategies and ensuring that management rolls out the strategies across the organization definitions 1 strategic management is concerned with the

strategic management notes mba bba b com management - Aug 04 2022

web mar 9 2018 strategic management notes mba bba b com management for mba bba b com and other management and business studies students strategic management is nothing but planning for both predictable as well as unachievable contingencies

mcom strategic management books notes pdf download - Jun 02 2022

web strategic management is all about identification and description of the strategies that managers can carry so as to achieve better performance and a competitive 180 □ □ strategic management himalaya publishing house himpub com

mcom strategic management research university of - May 01 2022

web programme name mcom strategic management research programme code m1csmq medium of facilitation part time full time nqf level 9 nqf credits 180 saqa 73984 application start date 1 april 2023 application end date 31 october 2023 campus auckland park kingsway

strategic management mba bba b com notes geektonight - Jan 09 2023

web jul 23 2023 strategic management explained with notes articles tutorials videos pdf for mba m com b com bba higher business studies courses and training programs

citi aligns organizational structure with its strategy and - Dec 28 2021

web sep 13 2023 delivery of citi s global network enhanced through streamlined geographic structure new client organization to strengthen client delivery across all lines of business new york citi today announced significant changes to its organizational model that will fully align its management structure with its business strategy and simplify the bank

strategic management mcom pdf slideshare - Mar 31 2022

web aug 31 2013 strategic management mcom 1 a project on to have an overview on strategies implementation on skoda in the subject strategic management submitted to university of mumbai for semester ii of master of commerce by sunita kumari yadav mcom part i and roll no 1890 under the

notes of strategic management mcom dan toma book - Jan 29 2022

web this on line notice notes of strategic management mcom as without difficulty as evaluation them wherever you are now strategic intent gary hamel 2010 in this article renowned management experts gary hamel and c k prahalad introduce their approach to strategic planning in the face of tough competition with advice on tailoring your

lecture notes strategic management i mit opencourseware - Apr 12 2023

web topics i introduction and overview of strategic management 1 the delta model pdf 5 5 mb 2 porter s frameworks and the resource based view of the firm pdf 1 1 6 mb pdf 2 pdf 3 ii business strategy

strategic management notes pdf syllabus mcom 2023 - Aug 16 2023

web dec 6 2020 mcom study material download strategic management notes pdf books syllabus for mcom 2023 we provide a complete strategic management pdf strategic management study material includes strategic management notes strategic management book courses case study syllabus question paper mcq questions and

strategic management notes pdf syllabus mba 2023 - Oct 06 2022

web dec 8 2019 download strategic management notes for mba 2023 we provide complete strategic management notes for mba 3rd sem mba strategic management study material includes strategic management notes strategic management books strategic management course strategic management case study mcq syllabus question

mcom notes pdf syllabus study material 2021 geektonight - Dec 08 2022

web jan 11 2023 strategic management notes pdf syllabus mcom 2023 11 january 2023 mcom study material 13 mins read download strategic management notes pdf books syllabus for mcom we provide a complete strategic management pdf strategic management study material includes strategic management notes

[m com strategic management project topics pdf scribd](#) - Nov 07 2022

web m com strategic management project topics free download as pdf file pdf text file txt or read online for free 19235366 dell notes strategy 19235366 dell notes strategy samarth chadha contingency planning for basic education contingency planning for basic education jan marcuz oarga

la statistique sans formule mathématique 3e ed - Jul 20 2023

web noté 5 retrouvez la statistique sans formule mathématique 3e ed et des millions de livres en stock sur amazon fr achetez neuf ou d occasion

free la statistique sans formule mathématique compr - Nov 12 2022

web la statistique sans formule mathématique compr wolf prize in mathematics aug 25 2020 mathématiques élémentaires jan 10 2022 l auteur a écrit le livre de mathématiques qu il aurait voulu avoir pendant ses études et conserver ensuite comme référence tout au long de sa vie les sujets

free la statistique sans formule matha c matique 3e a - Dec 13 2022

web en un volume unique le livre propose une synthèse progressive et approfondie des principales méthodes de commande exposées sous forme théorique et illustrées sur des exemples variés de procédés réacteurs chimiques biologiques de

download solutions la statistique sans formule matha c matique - Oct 11 2022

web la statistique sans formule mathématique may 26 2023 ce manuel présente la statistique d un point de vue logique avec 150 exercices corrigés et 42 modèles de résolutions par excel idéale pour l étudiant non mathématicien cette 3e édition est à jour des dernières modifications de l insee sur les indices

la statistique sans formule matha c matique 3e a pdf - Mar 16 2023

web ce livre est une introduction a l imagerie par ra c sonance magna c tique destina c e aux radiologues cliniciens a c tudians et manipulateurs qui souhaitent comprendre par eux maames les ra c sultats des examens irm mais aussi la litt a c rature de plus abondante qui est consacra c e a cette

free la statistique sans formule matha c matique - Mar 04 2022

web la statistique sans formule matha c matique dictionnaire géographique universel contenant une description exacte des etats royaumes villes forteresses montagnes caps isles presqu iles lacs mers golfes détroits etc de l univers aug 11 2021

number theory aug 03 2023 this book presents a historical overview of number theory

la statistique sans formule matha c matique 3e a pdf pivotid uvu - May 06 2022

web la statistique sans formule matha c matique 3e a la statistique sans formule matha c matique 3e a 3 downloaded from pivotid uvu edu on 2019 02 13 by guest corporate decision making in the church of the new testament jeff brown 2014 08 28 debate about church order has gone on for centuries within christianity and an end is nowhere in sight

la statistique sans formule matha c matique 3e a copy - Aug 09 2022

web 2 la statistique sans formule matha c matique 3e a 2021 12 31 theory of communication published originally as a paper on communication theory more than fifty years ago republished in book form shortly thereafter it has since gone through four hardcover and sixteen paperback printings it is a revolutionary work astounding in its

la statistique sans formule matha c matique 3e a - Apr 05 2022

web la statistique sans formule matha c matique 3e a maths cours exercices et travaux dirigés corrigés psi psi du pari à celui des tests sanguins par lot en passant par celui de l aiguille de buffon

cours sur les statistiques troisième l île des mathématiques - May 18 2023

web cours en vidéo remarque pour calculer la moyenne d une série regroupée en classes d intervalles on détermine le centre de chaque classe puis on calcule la moyenne pondérée en s aidant de ces centres exemple 2 la moyenne est égale à 2 médiane

la statistique sans formule matha c matique 3e a pdf pdf - Sep 22 2023

web la statistique sans formule matha c matique 3e a pdf introduction la statistique sans formule matha c matique 3e a pdf pdf title la statistique sans formule matha c matique 3e a pdf pdf black ortax org created date 9 14 2023 9 40 03 pm

la statistique sans formule matha c matique compr pdf prof - Sep 10 2022

web pdf la statistique sans formule matha c matique compr pdf liste des livres en médecine pdf l'éducation physique et ses enseignants au xxe siècle numilog pdf d'Épartement de sociologie 3ème année de licence l3 pdf guide des études de l'ufr de psychologie 2019 2020 cursus

statistiques 3e mathematiquesfaciles com - Apr 17 2023

web statistiques 3e la moyenne est 9 75 l'étendue de la série est 13 est la plus petite valeur q_1 telle qu'au moins 25 des valeurs sont inférieures ou égales à q_1 est la plus petite valeur q_3 telle qu'au moins 75 des valeurs sont inférieures ou égales à q_3

statistiques niveau 3e mathematiquesfaciles com - Jan 14 2023

web statistiques niveau 3e la médiane d'une série statistique est un nombre qui partage l'effectif en 2 parties égales si l'effectif est un nombre impair la médiane est le nombre du milieu 3 5 7 8 9 médiane 7 si l'effectif est un nombre pair la médiane est la moyenne des deux valeurs centrales 1 3 5 7 8 9 médiane 5 7 2 6

la statistique sans formule matha c matique 3e a pdf dotnbm - Jun 07 2022

web la statistique sans formule matha c matique 3e a downloaded from dotnbm com by guest mendez sanchez statistique vraiment appliquée au sport pearson education france an in depth and balanced economic analysis of the costs hazards regulation and politics of nuclear power statistiques sans maths pour psychologues de boeck

la statistique sans formule matha c matique 3e a williams - Jun 19 2023

web la statistique sans formule matha c matique 3e a williams college maths cours exercices et travaux dirigés corrigés psi psi programme 2022 des tests sanguins par lot en passant par celui de l'aiguille de buffon

la statistique sans formule mathématique google books - Aug 21 2023

web aug 23 2013 bernard py pearson education france aug 23 2013 business economics 321 pages dans cette troisième édition de son ouvrage désormais fameux la statistique sans formule mathématique bernard py vous propose un guide mis à jour et enrichi notamment par les retours variés de ses nombreux lecteurs

la statistique sans formule matha c matique 3e a - Jul 08 2022

web jun 18 2023 the most existing launched this la statistique sans formule matha c matique 3e a as one of the greater part running sellers here will wholly be paired with by the best options to review you have remained in right site to begin getting this facts it will exceedingly relaxation you to see instruction la statistique sans formule matha c

la statistique sans formule mathématique pearson france - Oct 23 2023

web bernard py ce manuel présente la statistique d un point de vue logique avec 150 exercices corrigés et 42 modèles de résolutions par excel idéale pour l étudiant non mathématicien cette 3e édition est à jour des dernières modifications de l insee

la statistique sans formule matha c matique pdf - Feb 15 2023

web la statistique sans formule matha c matique handbook of mathematics and computational science dec 31 2021 this book gathers thousands of up to date equations formulas tables illustrations and explanations into one invaluable volume it includes over a thousand pages of mathematical material as well as chapters