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KEY=HOW - CASSANDRA VICTORIA

The 5 Languages of Appreciation in the Workplace Empowering Organizations by Encouraging People

Moody Publishers Based on the #1 New York Times bestseller *The 5 Love Languages*® (over 12 million copies sold), Dramatically improve workplace relationships simply by learning your coworkers' language of appreciation. This book will give you the tools to improve staff morale, create a more positive workplace, and increase employee engagement. How? By teaching you to effectively communicate authentic appreciation and encouragement to employees, co-workers, and leaders. Most relational problems in organizations flow from this question: do people feel appreciated? This book will help you answer "Yes!" A bestseller—having sold over 300,000 copies and translated into 16 languages—this book has proven to be effective and valuable in diverse settings. Its principles about human behavior have helped businesses, non-profits, hospitals, schools, government agencies, and organizations with remote workers. PLUS! Each book contains a free access code for taking the online *Motivating By Appreciation (MBA) Inventory* (does not apply to purchases of used books). The assessment identifies a person's preferred languages of appreciation to help you apply the book. When supervisors and colleagues understand their coworkers' primary and secondary languages, as well as the specific actions they desire, they can effectively communicate authentic appreciation, thus creating healthy work relationships and raising the level of performance across an entire team or organization. Take your team to the next level by applying *The 5 Languages of Appreciation in the Workplace*.

The Language of Work

Routledge The Intertext series has been specifically designed to meet the needs of contemporary English Language Studies. *Working with Texts: A Core Introduction to Language Analysis* (second edition 2001) is the foundation text, which is complemented by a range of 'satellite' titles. These provide students with hands-on practical experience of textual analysis through special topics, and can be used individually or in conjunction with *Working with Texts*. *The Language of Work*: examines how language is used in business and the workplace, looking at a range of situations and data: from meetings to informal negotiations, promotional letters to emails explores representations of work in advertising, career magazines and workplace talk looks at the way people in business interact through small talk, politeness, customer care and management-employee relationships is illustrated with lively examples taken from the real world and includes a full index of terms features a useful section on entering the world of work, exploring job adverts and texts that give advice on CV writing and developing 'transferable skills'.

How Languages Work

An Introduction to Language and Linguistics

Cambridge University Press Language is a sophisticated tool which we use to communicate in a multitude of ways. Updated and expanded in its second edition, this book introduces language and linguistics - presenting language in all its amazing complexity while systematically guiding you through the basics. The reader will emerge with an appreciation of the diversity of the world's languages, as well as a deeper understanding of the structure of human language, the ways it is used, and its broader social and cultural context. Part I is devoted to the nuts and bolts of language study - speech sounds, sound patterns, sentence structure, and meaning - and includes chapters dedicated to the functional aspects of language: discourse, prosody, pragmatics, and language contact. The fourteen language profiles included in Part II reveal the world's linguistic variety while expanding on the similarities and differences between languages. Using knowledge gained from Part I, the reader can explore how language functions when speakers use it in daily interaction. With a step-by-step approach that is reinforced with well-chosen illustrations, case studies, and study questions, readers will gain understanding and analytical skills that will only enrich their ongoing study of language and linguistics.

Language and Culture at Work

Taylor & Francis This book provides an overview of the complex role that culture plays in workplace contexts. In eight chapters, the authors cover the core aspects of culture at work from making decisions and negotiating power to gender and identity. Drawing on insights from a range of studies, they propose a new integrated framework for researching culture at work from a sociolinguistic perspective, and they apply it to the significant corpus of authentic workplace data they have collected from numerous settings in the UK, Hong Kong and New Zealand. This is key reading for researchers and recommended for advanced students of workplace and intercultural communication, sociolinguistics and discourse studies.

Language at Work

Analysing Language Use in Work, Education, Medical and Museum Contexts

Cambridge Scholars Publishing Over recent decades, linguists have used various theoretical frameworks to investigate the language of the workplace and public institutions, and this work continues to expand into new social contexts. This linguistic research has been used for various applied purposes, including the need to improve communication within organisations and with external clients, customers and patients, and to develop communication and language training programs. *Language at Work: Analysing Language Use in Work, Education, Medical and Museum Contexts* outlines recent linguistic research in a cross-section of institutions - museums, schools, universities, defence, non-government organisations, universities, hospitals and corporations, as well as Asian-based call centres. The chapters will be of interest to students and scholars of linguistics, language teachers, museum curators, trainers, and educators, in addition to the general reader interested in organisational communication.

The Five Love Languages

In *The 5 Love Languages*, you will discover the secret that has transformed millions of relationships worldwide. Whether your relationship is flourishing or failing, Dr. Gary Chapman's proven approach to showing and receiving love will help you experience deeper and richer levels of intimacy with your partner starting today.

How Dead Languages Work

Oxford University Press, USA What could Greek poets or Roman historians say in their own language that would be lost in translation? After all, different languages have different personalities, and this is especially clear with languages of the ancient and medieval world. This volume celebrates six such languages - Ancient Greek, Latin, Old English, Sanskrit, Old Irish, and Biblical Hebrew - by first introducing readers to their most distinctive features, then showing how these linguistic traits play out in short excerpts from actual ancient texts. It explores, for instance, how Homer's Greek shows signs of oral composition, how Horace achieves striking poetic effects through interlaced word order in his Latin, and how the poet of *Beowulf* attains remarkable intensity of expression through the resources of Old English. But these are languages that have shared connections as well. Readers will see how the Sanskrit of the *Rig Veda* uses words that come from roots found also in English, how turns of phrase characteristic of the Hebrew Bible found their way into English, and that even as unusual a language as Old Irish still builds on common Indo-European linguistic patterns. Very few people have the opportunity to learn these languages, and they can often seem mysterious and inaccessible: drawing on a lucid and engaging writing style and with the aid of clear English translations throughout, this book aims to give all readers, whether scholars, students, or interested novices, an aesthetic appreciation of just how rich and varied they are.

Two Languages at Work

Bilingual Life on the Production Floor

Walter de Gruyter *CONTRIBUTIONS TO THE SOCIOLOGY OF LANGUAGE* brings to students, researchers and practitioners in all of the social and language-related sciences carefully selected book-length publications dealing with sociolinguistic theory, methods, findings and applications. It approaches the study of language in society in its broadest sense, as a truly international and interdisciplinary field in which various approaches, theoretical and empirical, supplement and complement each other. The series invites the attention of

linguists, language teachers of all interests, sociologists, political scientists, anthropologists, historians etc. to the development of the sociology of language.

Questions About Language

What Everyone Should Know About Language in the 21st Century

Routledge *Questions About Language* sets out to answer, in a readable yet insightful format, a series of vital questions about language, some of which language specialists are regularly asked, and some of which are so surprising that only the specialists think about them. In this handy guide, sixteen language experts answer challenging questions about language, from *What makes a language a language?* to *Do people swear because they don't know enough words?* Illustrating the complexity of human language, and the way in which we use it, the twelve chapters each end with a section on further reading for anyone interested in following up on the topic. Covering core questions about language, this is essential reading for both students new to language and linguistics and the interested general reader.

Making Things Right at Work

Increase Teamwork, Resolve Conflict, and Build Trust

Moody Publishers *Workplace conflict* is inevitable. When it happens, how can you get back on track? Like all relationships, the ones we have at work are subject to stresses—maybe even fractures that can really take a toll on the workplace. Productivity is lost. Time is wasted. Tension mounts. Cooperation is reduced. And the workplace becomes toxic. What's the solution? In *Making Things Right at Work*, Dr. Gary Chapman, #1 New York Times bestselling author of *The 5 Love Languages®*, is joined by business consultants Dr. Jennifer Thomas and Dr. Paul White to offer the strategies you need to restore harmony at work. You'll learn: How to discern the causes of workplace conflict How to avoid unnecessary disputes How to repair relationships when you've messed up How to let go of past hurts and rebuild trust Don't let broken relationships taint your work environment. Take the needed steps to make things right . . . not tomorrow, but today. The success of your career depends on it!

Language at Work

Analyzing Communication Breakdown in the Workplace to Inform Systems Design

Center for the Study of Language and Information Publications People are very creative in their use of language. This observation was made convincingly by Chomsky in the 1950s and is generally accepted in the scientific communities concerned with the study of language. Computers, on the other hand, are neither creative, flexible, nor adaptable. This is in spite of the fact that their ability to process language is based largely on the grammars developed by linguists and computer scientists. Thus, there is a mismatch between the observed human creativity and our ability as theorists to explain it. *Language at Work* examines grammars and other descriptions of language by combining the scientific and the practical. The scientific motivation is to unite distinct intellectual traditions, mathematics and descriptive social science, which have tried to provide an adequate explanation of language and its use on their own to no avail. This volume argues that Situation Theory, a theory of information couched in mathematics, has provided a uniform framework for the investigation of the creative aspects of language use. The application of Situation Theory in the study of language use in everyday communication to improve human/computer interaction is explored and espoused.

How Biblical Languages Work

A Student's Guide to Learning Hebrew and Greek

Kregel Academic A practical and easy-to-understand guide to the logical structure of both Hebrew and Greek. Ideal for biblical language students.

Fluent in 3 Months

HarperCollins UK Meet the man who makes the mission of learning any language possible! The all-you-need guide to learning a language.

Language in Business, Language at Work

Bloomsbury Publishing Packed with contemporary examples from the business world, this is an exciting and engaging text which explains how language works in business, how to analyse it and how to use it in an informed and creative way. The book is split into three parts, which look at business communication from corporate, management and employee perspectives. Wide-ranging in nature, it explores a variety of topics ranging from stakeholder communication and brand narratives to managing conflict and self-branding. Each chapter contains ample opportunity for readers to put new skills into practice, while case studies act as springboards for further discussion. This is essential reading for students of both language and business-related disciplines, both during and beyond their studies. It is also an indispensable resource for teachers of business communication.

Working with Specialized Language

A Practical Guide to Using Corpora

Routledge *Working with Specialized Language: a practical guide to using corpora* introduces the principles of using corpora when studying specialized language. The resources and techniques used to investigate general language cannot be easily adopted for specialized investigations. This book is designed for users of language for special purposes (LSP). Providing guidelines and practical advice, it enables LSP users to design, build and exploit corpus resources that meet their specialized language needs. Highly practical and accessible, the book includes exercises, a glossary and an appendix describing relevant resources and corpus-analysis software. *Working with Specialized Language* is ideal for translators, technical writers and subject specialists who are interested in exploring the potential of a corpus-based approach to teaching and learning LSP.

Language Practices in Social Work

Categorisation and Accountability in Child Welfare

Psychology Press This book presents studies of key practice areas in social work (such as interviews, case conferences, and the media) and provides an analysis of the language and construction used in typical case studies of everyday social work practice.

Meaning at Work

And Its Hidden Language

Body Language at Work

CIPD Publishing This guide to body language at work covers the following areas: the nature and meaning of signals, including eye gaze, facial expressions, gestures, posture and touch; why some personalities are easy to read and some aren't; what appearance, clothes and mannerisms say about us; and detecting office liars and fakes.

How the Way We Talk Can Change the Way We Work

Seven Languages for Transformation

John Wiley & Sons Why is the gap so great between our hopes, our intentions, even our decisions—and what we are actually able to bring about? Even when we are able to make important changes—in our own lives or the groups we lead at work—why are the changes so frequently short-lived and we are soon back to business as usual? What can we do to transform this troubling reality? In this intensely practical book, Harvard psychologists Robert Kegan and Lisa Laskow Lahey take us on a carefully guided journey designed to help us

answer these very questions. And not just generally, or in the abstract. They help each of us arrive at our own particular answers that can solve the puzzling gap between what we intend and what we are able to accomplish. *How the Way We Talk Can Change the Way We Work* provides you with the tools to create a powerful new build-it-yourself mental technology.

Game Work

Language, Power, and Computer Game Culture

University of Alabama Press Video and computer games in their cultural contexts. As the popularity of computer games has exploded over the past decade, both scholars and game industry professionals have recognized the necessity of treating games less as frivolous entertainment and more as artifacts of culture worthy of political, social, economic, rhetorical, and aesthetic analysis. Ken McAllister notes in his introduction to *Game Work* that, even though games are essentially impractical, they are nevertheless important mediating agents for the broad exercise of socio-political power. In considering how the languages, images, gestures, and sounds of video games influence those who play them, McAllister highlights the ways in which ideology is coded into games. Computer games, he argues, have transformative effects on the consciousness of players, like poetry, fiction, journalism, and film, but the implications of these transformations are not always clear. Games can work to maintain the status quo or celebrate liberation or tolerate enslavement, and they can conjure feelings of hope or despair, assent or dissent, clarity or confusion. Overall, by making and managing meanings, computer games—and the work they involve and the industry they spring from—are also negotiating power. This book sets out a method for "recollecting" some of the diverse and copious influences on computer games and the industry they have spawned. Specifically written for use in computer game theory classes, advanced media studies, and communications courses, *Game Work* will also be welcome by computer gamers and designers. Ken S. McAllister is Assistant Professor of Rhetoric, Composition, and the Teaching of English at the University of Arizona and Co-Director of the Learning Games Initiative, a research collective that studies, teaches with, and builds computer games.

Indian Work

Language and Livelihood in Native American History

Harvard University Press Representations of Indian economic life have played an integral role in discourses about poverty, social policy, and cultural difference but have received surprisingly little attention. Daniel Usner dismantles ideological characterizations of Indian livelihood to reveal the intricacy of economic adaptations in American Indian history.

The National Interest and Foreign Languages, a Discussion Guide and Work Paper Prepared ... for Citizen Consultations Initiated by the U.S. National Commission for UNESCO.

Companion Workbook to the 5 Love Languages: Do the Relationship Work

Independently Published You've read the bestselling book, *The 5 Love Languages*, by Gary Chapman. Now, it's time to put what you have discovered into action. This workbook will help you strengthen your relationship through actively planning to speak your partner's love language and asking for what you need according to your own language. You will start by brainstorming all the things that you could do for your partner and all the things you would like your partner to do for you. Then you will create a plan for actually doing those things each month. You will reflect on the response and feedback you get from your efforts so that you can refine your approach. Remember each language has many different dialects and what you try first may not be on target. Don't give up. Keep trying to speak the same language but in a different way. For example, spending quality time could mean doing a project together or it could mean enjoying the planning but not the actual doing of a project together. It could mean going out to dinner together or it could mean making a meal together. Only through experimentation will you figure out what fills your partner's love tank. Don't just read the book - do the work. Knowledge isn't enough to build a great relationship. The Kindle version comes with a PDF download version as well.

Culture, Media, Language

Working Papers in Cultural Studies, 1972-79

Routledge First published in 2004. A collection of the pioneering work from The Centre for Contemporary Cultural Studies.

The Work of Language in Multicultural Classrooms

Talking Science, Writing Science

Routledge How does language comprise the implicit or explicit curriculum of teaching and learning in multicultural science settings? Building on a growing interest in the ways in which language and literacy practices interact with science teaching and learning to facilitate or obstruct successful student outcomes, this book contributes to scholarship on the role of language in developing classroom scientific communities of practice, expands that work by highlighting the challenges faced specifically by ethnic- and linguistic-"minority" students and their teachers in joining those communities, and showcases exemplary teaching and research initiatives for helping to meet these challenges. Offering teacher practitioners and researchers in the fields of science education and multicultural education lenses through which they can critically consider the myriad of classroom settings, instructional approaches, curricular materials, and scientific topics involved in what it means to teach science while pointedly addressing concerns about equity of educational opportunity, this volume serves as a powerful resource for linking theory and practice. End-of-chapter reflection questions and engagement activities facilitate discussion around these issues and provide rich opportunities for the reader to consider the implications of each chapter for science instruction and research and to apply insights developed in a real-world science teaching and learning contexts.

Languages at Work

The Open University This 6-hour free course explored how to understand cultural differences and use existing language skills when working with people from other cultures.

Working with Language

A Multidisciplinary Consideration of Language Use in Work Contexts

Walter de Gruyter CONTRIBUTIONS TO THE SOCIOLOGY OF LANGUAGE brings to students, researchers and practitioners in all of the social and language-related sciences carefully selected book-length publications dealing with sociolinguistic theory, methods, findings and applications. It approaches the study of language in society in its broadest sense, as a truly international and interdisciplinary field in which various approaches, theoretical and empirical, supplement and complement each other. The series invites the attention of linguists, language teachers of all interests, sociologists, political scientists, anthropologists, historians etc. to the development of the sociology of language.

Working with Children's Language

A Practical Resource for Early Years Professionals

Routledge This revised and updated second edition of *Working with Children's Language* has been created to support practitioners who work with young children with delayed language acquisition. Rooted in a developmental theory of language learning, it covers topics such as attention control and listening, the role of play, verbal comprehension and the acquisition of spoken expressive language. Each chapter offers a straightforward overview of current research relating to the specific language skill before introducing a wealth of targeted games and activities that can help support the development of those skills. Key features include: • A structured approach to language learning that can be followed as a programme or adapted for informal use by individual practitioners. • Accessible activities, games and ideas suitable for small group or individual intervention, linked to specific aims based on developmental norms. • Photocopiable and downloadable resources, including a record sheet to track progress in each skill against aims and outcomes for individual

children. Clearly linking theory and practice in an engaging and easy-to-follow format, this is an invaluable resource to support children in early years settings and Key Stage 1 whose language is delayed, but who are otherwise developing normally. It is a must-have book for early years practitioners, teachers, SEND professionals and speech and language therapists with varying levels of experience.

Talking from 9 to 5

Women and Men at Work

Harper Collins Your project went off without a hitch--but somebody else got the credit...You averted a crisis brilliantly--but no one noticed...You came to the meeting with a sensational idea--but it was ignored until someone else said the same thing... HOW CAN YOU GET CREDIT & GET AHEAD? In her extraordinary international bestseller, *You Just Don't Understand*, Deborah Tannen transformed forever the way we look at intimate relationships between women and men. Now she turns her keen ear and observant eye toward the workplace--where the ways in which men and women communicate can determine who gets heard, who gets ahead, and what gets done. An instant classic, *Talking From 9 to 5* brilliantly explains women's and men's conversational rituals--and the language barriers we unintentionally erect in the business world. It is a unique and invaluable guide to recognizing the verbal power games and miscommunications that cause good work to be underappreciated or go unnoticed--an essential tool for promoting more positive and productive professional relationships among men and women.

Language for Behaviour and Emotions

A Practical Guide to Working with Children and Young People

Routledge This practical, interactive resource is designed to be used by professionals who work with children and young people who have Social, Emotional and Mental Health needs and Speech, Language and Communication needs. Gaps in language and emotional skills can have a negative impact on behaviour as well as mental health and self-esteem. The Language for Behaviour and Emotions approach provides a systematic approach to developing these skills so that young people can understand and work through social interaction difficulties. Key features include: A focus on specific skills that are linked to behaviour, such as understanding meaning, verbal reasoning and emotional literacy skills. A framework for assessment, as well as a range of downloadable activities, worksheets and resources for supporting students. Sixty illustrated scenarios that can be used flexibly with a wide range of ages and abilities to promote language skills, emotional skills and self-awareness. This invaluable resource is suitable for use with young people with a range of abilities in one to one, small group or whole class settings. It is particularly applicable to children and young people who are aiming to develop wider language, social and emotional skills including those with Developmental Language Disorder and Autism Spectrum Disorder.

The Way of the Linguist

A Language Learning Odyssey

AuthorHouse *The Way of The Linguist*, A language learning odyssey. It is now a cliché that the world is a smaller place. We think nothing of jumping on a plane to travel to another country or continent. The most exotic locations are now destinations for mass tourism. Small business people are dealing across frontiers and language barriers like never before. The Internet brings different languages and cultures to our finger-tips. English, the hybrid language of an island at the western extremity of Europe seems to have an unrivalled position as an international medium of communication. But historically periods of cultural and economic domination have never lasted forever. Do we not lose something by relying on the wide spread use of English rather than discovering other languages and cultures? As citizens of this shrunken world, would we not be better off if we were able to speak a few languages other than our own? The answer is obviously yes. Certainly Steve Kaufmann thinks so, and in his busy life as a diplomat and businessman he managed to learn to speak nine languages fluently and observe first hand some of the dominant cultures of Europe and Asia. Why do not more people do the same? In his book *The Way of The Linguist*, A language learning odyssey, Steve offers some answers. Steve feels anyone can learn a language if they want to. He points out some of the obstacles that hold people back. Drawing on his adventures in Europe and Asia, as a student and businessman, he describes the rewards that come from knowing languages. He relates his evolution as a language learner, abroad and back in his native Canada and explains the kind of attitude that will enable others to achieve second language fluency. Many people have taken on the challenge of language learning but have been frustrated by their lack of success. This book offers detailed advice on the kind of study practices that will achieve language breakthroughs. Steve has developed a language learning system available online at: www.thelinguist.com.

Speech and Language Therapy

The decision-making process when working with children

Routledge Now in its second edition, *Speech and Language Therapy: the decision-making process when working with children* reveals how recent research and changes in health and education services have affected the decision-making process in the assessment and management of children with speech and language problems. With individual chapters written by experts in their field, this book: Illustrates how the decisions made by practitioners may vary within different work settings Shows how these decisions may need to be adapted when working with specific client groups Explores how such decisions are part of effective evidence-based practice Offers an overview of the skills required by the developing professional Provides insight into working as a newly qualified therapist in the current job market. Rigorously underpinned with current research and revised legislation, this is an important textbook for speech and language therapy students, potential students and specialist teachers in training. *Speech and Language Therapy: the decision-making process when working with children* will also be relevant to newly qualified therapists, therapists returning to the profession, specialist teachers and Special Educational Needs Coordinators.

Languages of Class

Studies in English Working Class History 1832-1982

Cambridge University Press This book challenges the predominant conceptions of the meaning and development of 'class consciousness'.

New perspectives on teaching and working with languages in the digital era

Research-publishing.net This volume offers a comprehensive, empirical and methodological view over new scenarios recently emerged in language teaching and learning, such as blended learning, e-learning, ubiquitous, social, autonomous or lifelong learning, and also over some new (ICT-based) approaches that can support them (CALL, MALL, CLIL, LMOOCs).

Working Memory and Language

Psychology Press This book evaluates the involvement of working memory in five central aspects of language processing: vocabulary acquisition, speech production, reading development, skilled reading, and comprehension. The authors draw upon experimental, neuropsychological and developmental evidence in a wide-ranging evaluation of the contribution of two components of working memory to each aspect of language. The two components are the phonological loop, which is specialised for the processing and maintenance of verbal material, and the general-purpose processing system of the central executive. A full introduction to the application of the working memory model to normal adults, neuropsychological patients and children is provided in the two opening chapters. Non-experts within this area will find these chapters particularly useful in providing a clear statement of the current theoretical and empirical status of the working memory model. Each of the following chapters examines the involvement of working memory in one specialised aspect of language processing, in each case integrating the available experimental, neuropsychological and developmental evidence. The book will therefore be of direct relevance to researchers interested in both language processing and memory. *Working Memory and Language* is unique in that it draws together findings from normal adults, brain-damaged patients, and children. For each of these populations, working memory involvement in language processing ranging from the speech production to comprehension are evaluated. *Working Memory and Language* provides a comprehensive analysis of just what roles working memory does play in the processing of language.

English for Better Jobs

Language for Working and Living

Createspace Independent Publishing Platform English for Better Jobs is a three-volume workbook series designed for adult English-as-Second-Language (ESL) learners who plan to enter the workforce. It presents the grammar, vocabulary, and language skills necessary for entry-level employment as well as getting along in an English-speaking environment. While students are learning basic English language skills in a mostly work-related context, they practice all four language skills: listening, speaking, reading, and writing. This series does not focus on academic goals and interests. Workbook 1 has been designed for "launched beginners" who have been exposed to some English and have basic literacy skills. The workbooks are divided into chapters and units with common themes: a classroom, a work shop, a store, a party, and the like. Within each chapter, each unit carefully integrates grammatical structures with practical vocabulary and every-day expressions in useful situations. The series aims at simplicity. The simple, clear page design is in black and white with large type and simple cartoon illustrations that allow students to concentrate on the lesson rather than be overwhelmed with crowded and complicated page layouts that may distract. The illustrations are timeless and help minimize the use of outdated photos, fashions, and current events. Each page measures 8 1/2 by 11 inches and is ideal for making photo copies or when using an overhead projector. Detailed teaching notes provide step-by-step explanations on how to present the lessons. The workbook is designed to be used in tutoring situations or in small group instruction. However, it can be used with larger groups, too. Although most exercises are self-explanatory, teaching notes at the back of the workbook give suggestions for class presentations and additional activities.

A/AS Level English Language for AQA Student Book

Cambridge University Press A new series of bespoke, full-coverage resources developed for the 2015 A Level English qualifications. Endorsed for the AQA A/AS Level English Language specifications for first teaching from 2015, this print Student Book is suitable for all abilities, providing stretch opportunities for the more able and additional scaffolding for those who need it. Helping bridge the gap between GCSE and A Level, the unique three-part structure provides essential knowledge and allows students to develop their skills through a deeper study of key topics, whilst encouraging independent learning. An enhanced digital version and free Teacher's Resource are also available.

Working with Specialized Language

A Practical Guide to Using Corpora

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Occupational Outlook Handbook

Language Learning and Working Competences

Council of Europe