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emphasis, so they need attention and will help you to understand quickly and easily. These points are further highlighted with arrows.

- Text printed on-screen suggests points likely to misunderstand. Sometimes they explain subtle distinctions between two apparently similar points.
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- There is an exhaustive section dealing exclusively with Multiple choice questions covering all the areas of Grammar as well as Vocabulary. It will help to get familiar with the latest evaluation pattern.
- The chapter on vocabulary is adequate and it has been kept within manageable proportions.
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draft and then turn out a good readable and adequate final precis. They are followed by passages provided with aids to vocabulary and detailed outlines. The passages selected for precis writing cover a wide range of interests and have been carefully graded. • There is a comprehensive section on letter writing covering personal, business, and official correspondence. While it explains the requisites of the good letter—its style, layout – it also provides a number of model letters for quick guidance

This book highlights the need, importance and essence of business communication and personality development in the domain of business under the turbulent times. The language provided in the book is concise, lucid and forceful. It comprehends a vast array of subjects applicable to humanity. The book



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emphasizes on the topics which are utterly relevant for students, budding managers, managers and professionals from all walks of life in the new economy. The topics that are befitting to hyper-competitive environment where 'change' is the only thing that is 'constant'. It is essential, ultimate and must for everybody globally; for their business development strategies. The book believes that the power of communication through proper pedagogy can create a magic in the business and society. Thoughts, text and cases scientifically conceived in the book motivate the readers to make their learning experience interesting, influencing and touchy. This book speaks on the traditional knowledge of communication and business communication, and has radical chapters on neuro-linguistic, neuro-marketing, TQM, decision making, motivation, etiquette, good health, food

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culture, holiday retreat, spiritual journey apart from interpretations on Stephen Covey, Shiv Khera, Muriel James, Dale Carnegie. The book is primarily meant for core and elective subjects in the syllabus of MBA, PGDM, B.E., B.Tech, MBBS, Tourism Management, Hospital Management and all kind of personality development programs designed for campus interviews and personal interviews.

Meet Roxy. For fans of *Where'd You Go, Bernadette* and *Bridget Jones's Diary* comes “just the kind of comic novel we need right now” (*The Washington Post*) about an Austin artist trying to figure out her life one letter to her ex-boyfriend at a time. *Bridget Jones* penned a diary; *Roxy* writes letters. Specifically: she writes

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letters to her hapless, rent-avoidant ex-boyfriend—and current roommate—Everett. This charming and funny twenty-something is under-employed (and under-romanced), and she's decidedly fed up with the indignities she endures as a deli maid at Whole Foods (the original), and the dismaying speed at which her beloved Austin is becoming corporatized. When a new Lululemon pops up at the intersection of Sixth and Lamar where the old Waterloo Video used to be, Roxy can stay silent no longer. As her letters to Everett become less about overdue rent and more about the state of her life, Roxy realizes she's ready to be the heroine of her own story. She decides to team up with her two best friends to save Austin—and rescue Roxy's love life—in whatever way they can. But can this spunky, unforgettable millennial keep Austin weird, avoid arrest, and find romance—and even creative

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inspiration—in the process? With timely themes and hilarious, laugh-out-loud moments, *Roxy Letters* is a smart and clever story that is “bursting with originality, quirky wit, and delightful charm” (Hannah Orenstein, author of *Playing with Matches*).

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The Seventh Revised Edition of “Business Law” as per Tamil Nadu University syllabus for all BBA, B.Com. students.

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Partnership Act, 2008. It facilitates the reader in understanding the Nature of Partnership, Relations of Partners & Dissolution of Firm followed by a chapter on 'Limited Liability Partnership' popularly known as LLP has been added in the present edition. LLP combines the advantage of both the Company and Partnership into a single form of organization. The Limited Liability Partnership Act, 2008 was published in Official Gazette of India on 9th January, 2009 and has been notified with effect from 31st March, 2009. Unit IV – The Companies Act, 2013 as Amended upto 2019. The Companies Act, 2013 (Schedules) which has been thoroughly updated and amended upto 2019 to our esteemed readers.

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