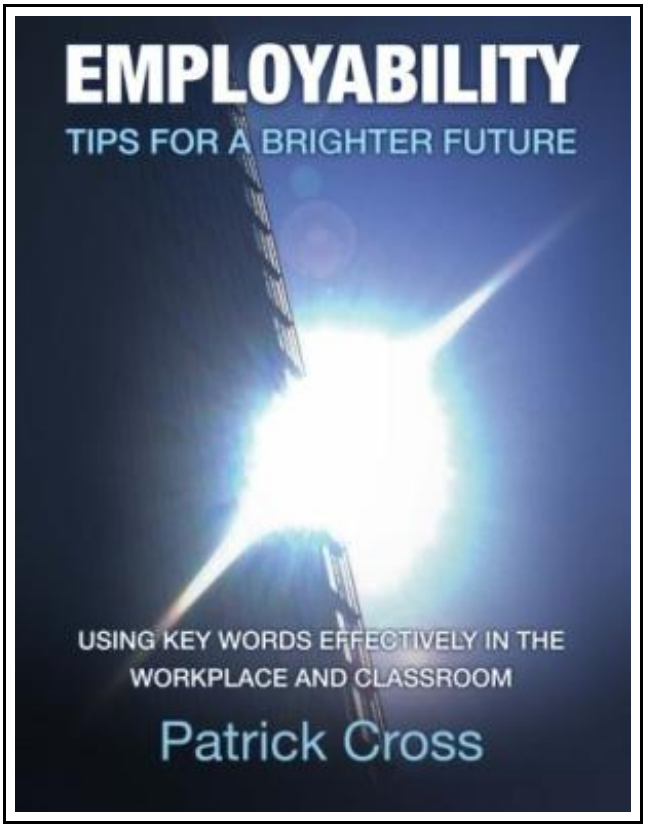
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Createspace, United States, 2014. Paperback. Book Condition: New. 214 x 149 mm. Language: English . Brand New Book ***** Print on Demand *****.Most full time, part time and adult students have decided to spend an enormous amount of their time on academic and vocational courses in order to increase their chances of pursuing a rewarding career. Such rewards may be financial, job satisfaction, self-fulfilment or for community spirit. In any case, their ultimate success depends not only on their qualification certificate but also on their ability to engage with their audiences in communication and writing. One acid test is usually at an interview where their employability is judged on many elements, one of which is the ability to communicate effectively. Increased chances of employability are not always realised through just having strong academic qualifications, but also having the soft skills of communicating and the confidence in the appropriate use and application of some basic terms and words used in the workplace, whether it be academic or operational. The first part of the book illustrates some typical job advertisements where many key words and phrases can be found. It is important that job applicants can highlight such key words and phrases and fully understand and apply these key words as they could easily form a basis of questions posed by the interviewer. The second part of the book offers explanations and supporting examples for the many common terms and words used in studies and the operational workplace. Some of these terms and words can be confusing and if used out of context can be misleading and ultimately causing a waste of time and effort. The style of this publication is to present simple explanations and simple examples of the appropriate application of such terms and key words. This will benefit the...

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