

## Communication Skills

### **Mastering Business Communications**

Woolcott/Unwin

MacMillan ISBN 0333335295

L. A. WOOLCOTT and W. R. UNWIN are established authors of communication books for business. They were both Senior Lecturers at Windsor and Maidenhead College, England, for many years and have considerable teaching and business experience.

### **Mastering Communications**

Stanton

MacMillan ISBN 0333665090

Effective communication is the key to success! This book is for anyone wishing to improve their communication skills and knowledge of the way in which communications function in organisations. \* the third edition of this highly successful book has been fully revised to bring it fully up to date and incorporates latest electronic developments \* covers the skills of speaking, writing, listening and effective reading \* provides detailed guidance on telephoning, interviewing, meetings, speaking in public, letter and report writing, visual and non-verbal communication and the use of visual aids \* contains useful sections on grammar and usage, checklists on spelling and commonly misused and confused words \* activities, assignments, self-checks and exercises are included throughout

### **Communication: Intermediate and Advanced (GNVQ Core Skills)**

Melrose

Pearson Education ISBN 027362055X

This text is designed for students taking a GNVQ course which will, regardless of level or subject area, include the core skill of communication. It can be used in class or for independent study and provides guidance and practical material.

### **Business Communications Today**

Bovee/Thill

Pearson Education ISBN 0130845132

This best selling text brings all the pieces of business communication together. The text powerfully demonstrates how to communicate effectively through real-world company examples and real-life business situations. New to this edition, a case for critical thinking at the end of each part, integrated exercises, exploring the best of web exercises, and extensive chapters on technology.

## Arithmetic

### **A Complete GCSE Mathematics Higher Course**

Greer

Stanley Thornes ISBN 0748715991

Three single-volume GCSE textbooks for all abilities updated to cover the current GCSE syllabuses, including extra material for Handling Data. Each book includes: -the necessary theory to the appropriate level concisely presented, followed by clearly worked examples to show how this is applied in practice; -plenty of carefully graded exercises, for consolidation and revision; -three sections of coursework assignments. Each relates to its preceding chapters, building up confidence in preparation for coursework/projects for assessment. The General Course is designed for students taking GCSE Intermediate Tier papers and aiming for Grades B - F.

## Computing Awareness

### **GCSE Computer Studies For You**

Doyle

Stanley Thornes ISBN 0748703810

The text has been edited to a reading age of 15 years, Highly illustrated with photographs, diagrams and cartoons. All new and key words are explained in the text in context and highlighted using bold type. For extra help they are also explained in an extensive glossary. A special section is included giving advice on how to revise and giving hints on how to pass examinations. Ideas for project work are also provided.

### **Computers at Work**

Bishop

Edward Arnold ISBN 0713174706

This text aims to provide an insight into the large-scale developments brought about by the introduction of technology into the workplace. It consists of descriptions of eight significant computer applications. The applications are chosen because of their importance, and because together they form a representative sample of the many ways in which computers are put to work. The book covers computers of all sizes from microcomputers to mainframes, and work places as diverse as doctors' surgeries and car assembly plants. Robots and digital communications networks are also covered. The text is aimed at GCSE-level pupils.

## Book Keeping

### Book Keeping and Accounts

Wood

Pearson Education ISBN 0273626957

Business Accounting is the world's best-selling textbook on bookkeeping and accounting. Its clear explanations, in simple language, a wealth of worked examples and large number of questions and answers, have made it a popular choice with both students for over thirty years. Other popular features are its comprehensiveness, the clarity of presentation and layout and the structured manner in which it builds knowledge in logically progressing short chapters. Volume 1 includes more-complete coverage of special accounting procedures and partnerships. Chapters on partnership dissolution, joint venture accounts, bills of exchange, and consignment accounts, have been incorporated from Volume 2. A selection of recent questions from examining boards and professional bodies has been included.

## Office Practice

### Active Business Studies

Hammond

Longman ISBN 0582036933

Easy-to-read, with clearly structured units and a Glossary. The text provides a range of information from both the public and private sectors and looks at the environment in which a business operates, the finance and the internal organisation of businesses.

### Comprehensive Business Studies (fifth edition)

Whitcomb

Longman ISBN 0582337755

Intended for use with GCSE, IGCSE and other introductory business and commerce courses. Differentiated activities allow students to apply knowledge.

The text includes:

- practice investigations and activities with extended answer assignments
- highlighted key facts and summaries
- up-to-date information on business equipment and systems
- chapters on recruitment, marketing, industrial relations and motivation of employees
- data response questions throughout, which provide practice at handling real data
- differentiated activities to support students of all abilities

### Foundation & Intermediate GNVQ Business

Bywaters/Evans-Pritchard/Glaser/Mayer

Longman ISBN 0582406331

Written by GNVQ Business Chief Examiners and practising teachers, *Foundation and Intermediate GNVQ Business* covers all the content for the three compulsory units for both qualifications. Two additional units cover the most popular externally tested options. Clear structuring and labelling help to differentiate Foundation from Intermediate material.

- Content covers the material required for successful study at Foundation and Intermediate levels.
- Case studies focus students on the real world and develop their business knowledge in an applied, analytical and evaluative way.
- Clear unit structure to match the specifications and easy-to-follow design.
- Introduces standard business terms and concepts in student-friendly language.
- Key Skills practice is included in the question and activity sections and highlighted in a mapping grid provided in the book.

**Office Skills (fourth edition)**

Foster

Nelson Thornes

ISBN 074871796X

The fourth edition now brings the book up-to-date with the latest developments in office technology and practice. It has also been revised to incorporate the latest standards for NVQ Business Administration 1 and 2. Amongst the many changes throughout the text is a new section on organising yourself at work, and the book includes a grid showing where relevant NVQ elements are discussed. This new edition of Office Skills sustains its reputation as an ideal guide for students, whether on GCSE, Pitman, RSA, LCCI or NVQ programmes.