

CONTENTS

UNIT ONE

APPLYING FOR A JOB.....	9
--------------------------------	----------

UNIT TWO

YOU 'VE GOT A JOB!!!.....	31
----------------------------------	-----------

UNIT THREE

EFFECTIVE BUSINESS COMMUNICATION	53
---	-----------

UNIT FOUR

WORKPLACE COMMUNICATION.....	75
-------------------------------------	-----------

UNIT FIVE

PRESENTING IN ENGLISH.....	101
-----------------------------------	------------

References.....	121
------------------------	------------