

When a boss asks you to check the invoices, dont go listen to the office voicemail. Even the best student can get tripped up by business vocabulary when starting a first job. Dont stumble on your words - get ahead and be ready with a new working vocabulary! **WORK WORDS: Job/Business/Career Words and Terms You Need to Know!** introduces students to the fast-paced jargon of the working world, all defined and described in easy-to-understand English. Be prepared with the vocabulary you need in the business words. Add words to your vocabulary from all parts of the business world: Accounting Insurance Legal Manufacturing Marketing Sales And more! Brush up on your **WORK WORDS** and avoid an embarrassing mix up on the job! Set yourself ahead; catch up on all the real-world vocabulary youll need when you start working. **WORK WORDS: Job/Business/Career Words and Terms You Need to Know!** is part of the highly-acclaimed Georgia Careers Curriculum series, a line of educational materials designed to prepare students for the real world of work, starting in middle school, high school and beyond. Carole Marshs Georgia Careers Curriculum is an excellent resource for educators, parents, teenagers and young adults throughout the state. Why be embarrassed when you can be empowered by knowing job speak **BEFORE** you even get the job?

The Icarus Hunt, Electromagnetics Explained: A Handbook for Wireless/ RF, EMC, and High-Speed Electronics (EDN Series for Design Engineers), Obscure Destinies, Running the Rapids: White-Water Rafting, Canoeing, and Kayaking / (Adrenaline Adventure), Lakshmi : the Hindu Goddess of Wealth, The Language of Threads: A Novel, Tainted Kiss (Watchers Kiss Book 1), Literature Circles: Voice and Choice in Book Clubs and Reading Groups,

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