

MARKET LEADER ANSWER KEYS

UNIT 1

Warmer

Drums Pigeon post Smoke signals Semaphore Morse code Telephone	Paintings Sculpture Music
Newspapers Radio Television Internet Interactive television	Language sign language Body language Dance

Vocabulary: Good communicators

A

- Good communicators: articulate, coherent, eloquent, fluent, focussed, extrovert, persuasive, responsive, sensitive, succinct.
- Bad communicators: hesitant, inhibited, rambling, reserved.

B

1. focussed, succinct.
2. hesitant, inhibited, reserved
3. rambling
4. fluent, eloquent, sensitive
5. articulate, coherent
6. persuasive
7. extrovert
8. responsive

Reading: internal communication

A

1. Senior managers hide behind their computers.
2. Staff use voice mail to screen calls.
3. employees sitting next to each other send e-mails rather than speak to each other.

B

1. They had language and geographical difficulties, huge amounts of paperwork and great difficulty tracking and monitoring jobs.
2. They installed an automated system so that data was only entered once but could be accessed by everyone in the company.
3. Theobald recommends checking e-mail only three times a day and allocating a set time to deal with it.
4. People use the "reply all" button so e-mail goes to all people who don't need it as well as those who do.

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M Walker



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Psychology Catalog 2005 Neil Thomson,2004-09 **Will and Vision** Gerard J. Tellis,Peter N. Golder,2006
Datamation ,1991 **California Fruit News** ,1915 **Critical Reasoning** Manhattan GMAT,2007 Critical Reasoning
1 of the 8 books in Manhattan GMAT s Preparation Guide series provides a highly organized and structured approach to the
variety of questions in this verbal content area The guide simplifies arguments by illustrating innovative diagramming
techniques designed to increase comprehension and improve accuracy and also details the major and minor critical
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taking strategies and in depth content understanding Practice problem sets build specific foundational skills in each topic
and include the most advanced content that many other prep books ignore Book also includes online access to 6 full length
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Forest Industries* ,1994 **Chartered Accountants Journal of New Zealand** ,1999 National Petroleum News ,1992
Vols for 1959 include an annual Factbook issue The Ohio Farmer ,1909 *Electronic Business* ,1990 *City Almanac*
,1983 *F&S Index United States Annual* ,1999 **StratSim** Thomas C. Kinnear,Stuart W. James,Michael Deighan,J. Paul
Peter,1999-08 Business strategy simulation which teaches the integration of all the functional areas of a business with a
customer oriented perspective from product development to production to finance tied all together Participants compete
against each other for customers in the simulated marketplace **The Investment Dealers' Digest** ,1957 People
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enterprise helping the student to identify opportunities needs and target customers The goal of the text is to assist the reader
in preparing a business plan that will set the course for their future small business endeavors **Management** Stephen P.
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feature that tests student comprehension throughout the text rather than simply at the end of each chapter The Thinking
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reduced by condensing and streamlining the text material Market Growers Journal ,1923 JPRS Report ,1993

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web jun 29 2021 courteously i am your name having type of bank account account in your branch address name i am writing this letter to request you to kindly change the home branch of account no bank account number to new home branch with details mentioned below

bank account transfer to another branch letter format letters - Jan 29 2023

web here is the example of bank account transfer to another branch letter format your name your address city state zip code date bank name bank address city state zip code dear sir madam i am writing this letter to request the transfer of my bank account from the current branch name to the new branch name

letter format bank account transfer from one branch to another - Jul 03 2023

web aug 29 2015 here are two templates of letters for requesting the bank to transfer the existing account to another branch of the same bank letter from an individual person date from name of the account holder complete address phone number to the branch manager bank s name branch s name sub transfer of bank

letter to inform change of bank account semioffice com - Oct 26 2022

web email letter to inform that bank account number is changed dear sir i want to inform you that my company bank account number is changed my company s new a c number is mentioned below title bank name bank account or iban would you please update the bank account number in your record for all future transactions