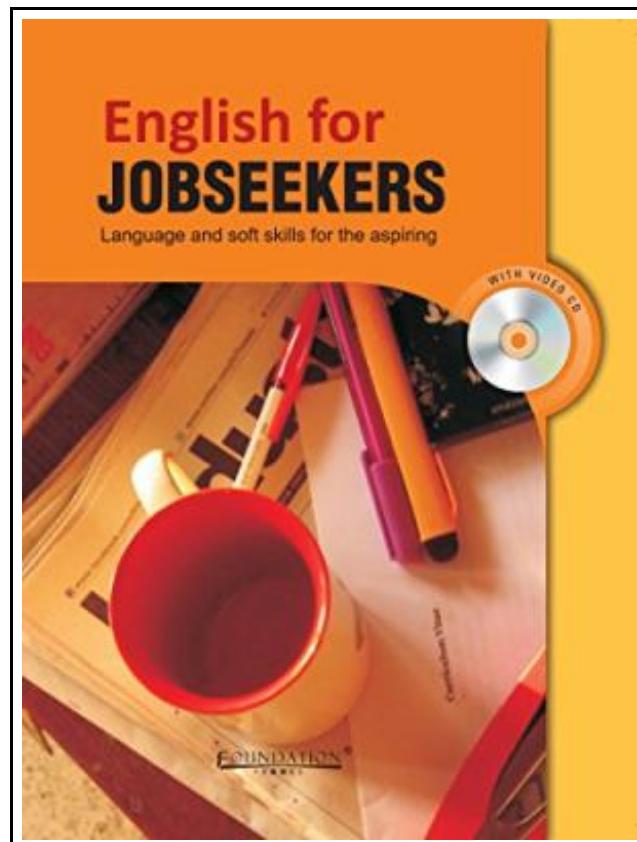


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Cambridge University Press, 2013. Softcover. Book Condition: New. English is a must for getting a job, communicating at the workplace and understanding business globally. It is also important to know English to face an interview, a group discussion or take a test which evaluates reading or writing skills. In a globalized world with escalating competition, it is essential that English courses at the undergraduate level are well supplemented with material that addresses skills gaps. English for Jobseekers aims to equip Indian students with the communication tools which will ready them for the job they are looking for. The book is designed as worksheets built around capsules of practical ideas about how best to communicate when in need of a job. It can be used for smart self-learning as well as for teacher-led communication skills courses which focus on employability. Worksheets and a video CD with simulations of interviews and group discussions, and accompanying video-based exercises make English for Jobseekers an intensive package that assures success. Contents Introduction Guide to using English for Jobseekers Preparing for Written assessment Module I: Grammar Articles Concord Prepositions Tenses Active and passive voice Relative clause Module II: Reading comprehension Purposes and strategies of reading Skimming for details Identifying main ideas Scanning for information Drawing inferences Vocabulary Practice test-I Practice test-II Module III: Writing paragraphs and essays Features of good writing Gathering ideas Purposes of writing Writing for a specific audience Organising ideas Writing an introduction Developing supporting ideas Writing a conclusion Using linkers Choosing the right words Writing film and book reviews Common errors in writing Editing and proofreading Preparing for oral assessment Module IV: Group Discussion Group discussions as a tool for selection Skills for group discussion Leadership and problem-solving skills Types of group discussions Group dynamics Roles and functions: beginning, presenting, elaborating Roles...

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