



Getting Ahead at Work

By Carol Staudacher

Saddleback Educational Publishing, Inc., United States, 2011. Paperback. Book Condition: New. 269 x 203 mm. Language: English . Brand New Book. Themes: HiLo, Lifeskills, career, achieve independence, skills, job success, job skills. 32 Compact twopage lessons are each tightly focused on a particular subtopic to guarantee comprehension and build a foundation for further practice and skill development. Backofthebook list of key words in each. Preview Review exercises introduce wrap up each unit. A topicrelated Everyday Math application in every lesson. Content Includes: Off to a Good Start, Learning the Job, Succeeding on the Job, Workplace Problems and Solutions.



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