

Kaplan Word Power

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the book will enable you to build excellent vocabulary you'll never have a dull moment as each chapter offers you some exciting and tantalizing trivia to make you want to reach the next chapter and then the next and the next study the chapters take the progress tests and you will soon find that words really can work wonders for you

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this book identifies ten linguistic traps in our everyday language usage and provides philosophical justification for a method of determining internally consistent definitions of groups of related terms that avoid all ten traps various examples and applications of this method are given throughout the book demonstrates how the seemingly straightforward matter of our understandings of the meaning of words can have major implications for the exercise of power this book illustrates how this insight originated from management research into project governance that found lack of agreement on the definition of that term as well as on many other important management terms to resolve this the impacts of evolution philosophy and linguistics upon our everyday language usage were investigated the research documented in this book found that the human tool called language works well for describing physical objects but has difficulty producing a common understanding of the meaning of concepts a problem not restricted to the management field that field is simply a microcosm that exposes a much more widespread linguistic usage

problem affecting our personal religious and political lives one that existed at the time of plato and aristotle and has laid hidden for millennia this book includes a lexicon of 70 commonly used but confused or contested management terms as well as a further 18 such project management terms all developed by applying its definitional method the terms include governance power ethics leadership and their associated groups of terms the book explores how disagreement can be resolved using these new clear definitions and extends this into an analysis of who good ethics are good for it also incorporates a section on how to speak management and actually know what you are talking about written in the style of an idiots guide or guide for dummies this identifies common everyday circumstances in which lack of agreed definitions cause avoidable confusion and provides the book s focus on conflict dissolution rather than on conflict resolution

apart from being absolutely invaluable for those seeking admission into the prized portals of foreign universities this book will also be of immense benefit to students of various management courses the book is also a useful guide to those appearing for various competitive exams for entry into professional colleges and other institutes of repute within the country it will also help hone their analytical qualities and enhance their writing skills in fact one of the most important criteria for being successful in securing admission to top ranking and reputed universities abroad especially in the united states is the high level of scores obtained in international tests such as gmat gre toefl etc these tests include the all important component of analytical writing tasks on given issues these apart prospective students are also required to pen excellent essays on specific topics chosen by the universities concerned it is through a critical appraisal of these essays that the selection committee of the concerned college or university is able to effectively gauge the applicants and gain valuable insight into their academic standing and intellectual prowess therefore the vital importance of clear and critical thinking analytical abilities and good essay writing cannot be over emphasized this book attempts to thoroughly familiarise the student with the art and skills involved in writing effective essays by exposing him to a wide variety of model essays on diverse topics also model responses to a wide spectrum of analytical issues with special reference to the requirements of the international tests mentioned above are offered apart from being absolutely invaluable for those seeking admission into the prized portals of foreign universities this book will also be of immense benefit to students of various management courses the book is also a useful guide to those appearing for various competitive exams for entry into professional colleges and other institutes of repute within the country it will also help hone their analytical qualities and enhance their writing skills in fact one of the most important criteria for being successful in securing admission to top ranking and reputed universities abroad especially in the united states is the high level of scores obtained in international tests such as gmat gre toefl etc these tests include the all important component of analytical writing tasks on given issues these apart prospective students are also required to pen excellent essays on specific topics chosen by the universities concerned it is through a critical appraisal of these essays that the selection committee of the concerned college or university is able to effectively gauge the applicants and gain

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