

Rapidex Self Letter Drafting Course Pustak Mahal

Science Reporter
 The Voyage to Excellence
 Rapidex Self Letter-Drafting Course
 A Handbook for Letter Writing
 Soft Skill
 Official Noting & Drafting (Eng-Hindi)
 Good Economics for Hard Times
 Learn English Series - English Grammar & Composition
 Hidden Food Allergies
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 MODERN LETTER WRITING COURSE
 Descriptive Writing Book for SSC and Bank Exams (English Printed Edition)
 Grammar and Punctuation
 VBA and Macros
 Conversational Hindi-Urdu ... Vol. 1i
 4000 Quizzes
 101 Great Lives
 Cambridge International Dictionary of English
 Rapidex Enrich Your Word Power
 A Start in Punjabi
 Drawing and Painting Course
 501 Fascinating Facts
 Judo Karate
 DTP Course
 Magic for Fun
 Official Correspondence
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 Alcoholics Anonymous, Fourth Edition
 15-minute Cover Letter
 Gov.Officials To Master Noting & Drafting
 Essentials of Business Communication
 Discoveries

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Science Reporter I. K. International Pvt Ltd
 Provides a step-by-step guide to using Visual Basic for Applications (VBA) and macros to import data and produce reports in Microsoft Excel 2010.
The Voyage to Excellence V&S Publishers
 About the book Verb' is the most important word of an English sentence. It denotes the action; tells or asserts something about a person or thing. There cannot be a sentence without a verb. The form of a verb changes as the tense. There are four forms of the verb namely—present; present participle; past tense and past participle. There are different kinds of verbs like regular and irregular verbs and transitive and intransitive verbs. In learning any language; the tense is the most important aspect of grammar and the verb is the most important in tenses. In this book there is a compilation of many verbs in alphabetical order with all the four forms of present; present participle; past tense and past participle. Each form is explained with a sentence for understanding the usage of the said form. This book will be useful to understand the right use of verbs. It will be useful to students; aspirants of competitive exams; professionals and of course the lovers of English language. Dictionary of Verbs by Harmik Vaishnav: A comprehensive reference guide that provides an extensive list of verbs in the English language, accompanied by detailed explanations, examples, and usage contexts. Harmik Vaishnav's dictionary serves as a valuable resource for writers, students, and language enthusiasts seeking to enhance their vocabulary and communication skills. Key Aspects of the Book "Dictionary of Verbs": Verb Definitions: Access clear and concise definitions of a wide range of verbs, understanding their meanings, nuances, and grammatical usages. Contextual Examples: Explore contextual examples and sentences for each verb, demonstrating their usage in various scenarios, helping readers grasp their appropriate application in different contexts. Language Enrichment: Enhance language proficiency and expand vocabulary by exploring diverse verbs, from everyday usage to specialized terminology, enabling readers to communicate effectively and express themselves with precision. Harmik Vaishnav is a language enthusiast and lexicographer, dedicated to promoting language learning and communication skills. "Dictionary of Verbs" stands as a testament to his expertise, offering readers a reliable and comprehensive tool to navigate the intricacies of English verbs, fostering language mastery and confidence.

Rapidex Self Letter-Drafting Course A. A. World Services, Inc.

Here is a book that will carry you on the great voyage of discoveries, a la' adventure of ideas. Learn all about the inner world of science and scientific minds and how the great ideas, which have completely changed the world, evolved and were applied into practice. These are the kind of information that you must have as a modern educated person. And it is very easy to understand, even if you do not have a scientific background. Every age has some representative element or a particular technology that controls its pace of development. This age is no exception in that spectacular advancement in information technology sets the mood of this period. And of course, electronics and computer play the pivotal role in this respect. So every modern individual must have some knowledge and understanding of science. This book has written with this aim and purpose. It is one of the most authoritative guide on the subject which has great stock of information on all aspects of great scientific discoveries. Written in a lucid and easy- to-understand language this can prove immensely helpful reference book for students and laypersons alike. It is a very good companion for your leisure hours. Hundreds of questions on a variety of related topics have been answered in simple manner. You'll never have a dull moment with this extraordinary compendium of fascinating facts, interesting information, and tantalizing trivia about scientific discoveries. If you are one that marvels at the remarkable world around us and mysterious wheeling-dealing of nature, and if your sense of curiosity and wonder is still intact, then you are sure to enjoy going through the pages of this mind-bending eye-opener. Filled with fascinating facts about the topics ranging from the discovery of zero and numerals to as Origin of man, discoveries of different planets at different time, this book virtually opens a Pandora box of valuable information. *A Handbook for Letter Writing* Pustak Mahal
 As the title only suggests that even if you know nothing about magic, still you can learn with the help of this book. Here are over 50 fabulous tricks that anyone can learn and entertain his family and friends with. The first two books by the author on the same subject have already received tremendous applause from the public. This one is the third in the series and has been appreciated by the British master magician and top TV entertainer Paul Daniel. The first two books by the author on the same subject have already received tremendous applause from the public. This one is the third in the series and has been appreciated by the British master magician and top TV entertainer Paul Daniel. As the title only suggests that even if you know nothing about magic, still you can learn with the help of this book. Here are over 50 fabulous tricks that anyone can learn and entertain his family and friends with. The first two books by the author on the same subject have already received tremendous

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Soft Skill Pustak Mahal

The best dictionary available in the market at an affordable price is the Cambridge Low Price Edition Dictionary. The factors which makes it attractive are its price, maximum coverage of words and most importantly it gives an 'use in sentence' for every word something you cannot find in other dictionaries. I would say this is the best dictionary suited for any one who has a flair for English.

Official Noting & Drafting (Eng-Hindi) Pustak Mahal

A 30-day course to write simple, sharp and attractive letters for all occasions. This book is a compilation, in simple and practical manner, of all letters a person may use to express his views/idea/opinion on all occasions, such as, personal, social and business. The course is intended to be completed within 30 days. The book comes along with a CD that contains the English translation of all Hindi letters included in the book. The book contains sample of informal letters (personal letters, and letters to family, friends and relatives etc.) and formal ones (addressed to government, non-government, business, editors etc.). This book will be found quite useful in writing quality: and impressive letters in every field.

Good Economics for Hard Times McGraw-Hill College

In the normal course of life we just tap a fraction of our total physical and mental energies. With certain disciplines, however, we can tap our potential to a great extent. Now realize the amazing strength of your body by practising martial arts. The book reveals the techniques and secrets involved in Judo and Karate and helps you to become a performer. By learning them, you can floor any unarmed (or even armed) adversary and defend yourself. In fact, Judo-Karate is the art of kick-boxing practised in the traditional Chinese Shaolin Temple. It was the most popular form of martial art presently practiced with an intent in sports arena. Though it was meant to ward off the advances of the enemy warriors in ancient times, it was also effectively practised to keep monks in good health and develop physical, mental and spiritual coordination for better evolution of mind, body, spirit in the revered practice of Yoga. Today this venerable art form has become a general principle of physical development and sport. This basic book on Judo & Karate will help you know the rules and principles of the art and teach you most aspects of self-defense. Fully illustrated to help self-learning, it teaches you the positions and movements, points of contact, breathing techniques and

many other secret techniques of Chinese Taoist yoga.

[Learn English Series - English Grammar & Composition](#) Pustak Mahal

Rites, rituals and customs play a major role in the life of every person, irrespective of religious affiliations. Right from the time of birth, till a person's passing away and even after it, rites and rituals follow a Hindu, much like a shadow. This book outlines all these practices from the sunrise to the sunset years. It makes for an enlightening reading for Hindus as well as non-Hindus.

Hidden Food Allergies V&S Publishers

A never-ending desire to strive, to seek, to find, and not to yield. It is this indomitable human spirit that two young authors give expression to through their creative endeavours in *The Voyage to Excellence*. In this bold venture, Debashish Ghosh and Nischinta Amarnath give an insight into the dynamics of different business models spearheaded by exceptional human beings.

[India Today](#) Pustak Mahal

This remains one of the more important volumes in this series of 24 books. This revised edition looks at the lives of 101 successful men & women in their respective fields: *Social Reformers: Nana Saheb Karve & Kabir *Revolutionaries: Vir Savarkar & Rasbehari Bose *Statesmen: Disraeli & Bismarck *Scientists: Madam Curie & Dr. M.S. Swaminathan *Artists & Scholars: Birju Maharaj, Allauddin Khan, Venkatesh Aiyer, Bankim Chandra Chatterjee & Amrita Pritam *Heads of States: Charles De Gaulle & Anwar Sadat *Sport stars: Martina Navratilova & P.K. Banerjee. In fact, these mini-biographies in all offer the life-sketches of 101 famous personalities in a nutshell.

[Standard Distribution List](#) Jist Publishing

It is a common sentiment expressed by many students from time to time. The answer to this is simple. Taking an exam is an art and only he who approaches the task in a more systematic and scientific manner comes out a winner. One common aspect of the exam-taking strategy is revision. The ability to answer random questions about your subject can clearly demonstrate the extent of your preparation. Now this book makes revision easier and convenient for all science students. Written by leading experts in the field, it helps students with quick revisions in one-line questions with one-word answers.

[English Conversation Practice](#) Public Affairs

This companion guide-book is intended as a concise, practical guide that teaches you how to draft imaginative, forceful, response-producing letters. It also helps you to handle general complaints and keep your social and business contacts smooth and pleasant. All you have to do is to pick up ready-made sentences and arrange according to your requirement. Ideally suited for all occasions and requirements, this thoroughly revised and enlarged edition is compiled by experts. It teaches you hands-on applications of fundamental principles and techniques to create excellent drafts. The book covers almost every topic under the sun. *Greetings & congratulations, thanks, invitation, condolence, sympathy, educational & office matters, complaints, apologies. *Job applications, family matters, matrimonials. *Business inquiries, promoting goodwill, sales promotion. *Orders of goods, complaints & adjustments, goods transport & freight.

*Collection, remittance, circulars, trade reference & status inquiry. *Agency, export-import & foreign-trade. *Bank, insurance, post office, personal. And more...

[Six Thousand Common English Words](#) Pearson Education

Known as the "Big Book," the basic text of Alcoholics Anonymous has helped millions of people worldwide get and stay sober since the first edition appeared in 1939. Opening chapters articulate A.A.'s program of recovery from alcoholism — the original Twelve Steps — and recount the personal histories of A.A.'s co-founders, Bill W. and Dr. Bob. In the pages that follow, more than 40 A.A. members share how they stopped drinking and found a new healthier and more serene way of life through the Fellowship of Alcoholics Anonymous. Whether reading passages at meetings, reading privately for personal reflection, or working with a sponsor, the Big Book can be a source of inspiration, guidance and comfort on the journey to recovery. This Fourth Edition of Alcoholics Anonymous has been approved by the General Service Conference.

[Magic for You](#) Pustak Mahal

This is the perfect guide for job seekers who need to send a cover letter quickly. Readers will get the authors' revolutionary and proven cover letter advice in six quick chapters about writing and using cover letters and other job search correspondence.

[Organiser](#) Pustak Mahal

This publication has gone a long way in inculcating among young readers a desire to acquire knowledge, keep their faculties alive to and up-to-date on general facts while at the same time deriving pleasure out of it. The book contains a total of 501 facts which make the reader wonder about our strange but truly fascinating world.

Dictionary of Verbs Pustak Mahal

The hand book is a detailed description of drafting official letters. It can be used as a guide for clearing doubts on the format of official letters and to find out the common usages of typical sentences which are widely used when doing official correspondences. The book will assist all beginners who enter into the jobs where correspondences are the major part of their work. I hope the book will be welcomed by vibrant readers.

MODERN LETTER WRITING COURSE Pustak Mahal

The book is divided into 15 chapters, and as the title suggests, it is planned as a 15-days course wherein all the relevant aspects of drawing and painting have been explained in simple and lucid language with hundreds of illustrations and diagrams. The students while pursuing the course will gradually learn the importance of lines -- thin, thick, straight, dotted, curved, zigzag, horizontal, cross, slanting, etc. They will appreciate the role of shape, light, texture, balance, harmony, contrast, rhythm, tone, emphasis, span, colors, etc. They will develop a perspective and a point of view and will be able to distinguish between light and highlight, shade and shadow. The book, it is hoped, will be found useful by all those persons, young or old, professionals or amateurs, who have some taste, love for art and artistic creations.

Descriptive Writing Book for SSC and Bank Exams (English Printed Edition) Metis Eduventures Pvt Limited

The objective of this book is to guide the students to make the grades in the personal interview with the help of tips and solved examples of frequently asked questions. It also incorporates the real interview experiences of the candidates who appeared for previous bank's interview phases and mock exercise set to encourage them to be prepared to face the toughest questions with a decent strategy. The topics put into this book are to equip candidates with fundamental knowledge of everything that could be asked from one during his interview for the final round of a bank examination. Some features associated with this book are: ? Complete guidelines to crack Personal Interview of Bank Exams. ? Real Interview experiences of candidates who appeared for PI in the previous years. ? Tricky Interview Questions with their best answers. ? Do's and Don'ts for Interview. ? Banking Awareness for PI with the complete theory on banking. ? Mock Interview Questions and Exercises. ? Current Affairs based Exercises.

[Grammar and Punctuation](#) Pustak Mahal

A Handbook for Letter Writing' is a comprehensive & exhaustive book which has been designed to help in learning the art and techniques of writing letters. The words and language that are being used while writing a letter not only shows our knowledge but also reflects our personality. The present book on letter writing has been divided into five chapters namely An Introduction of Letter Writing, Informal Letters, Formal Letters, Reference/ Recommendation Letters and Email. This book contains various types of letters - Personal, Business Letters, Applications, Official Letters, Application Writing, Apology, Condolence, etc. The book also contains the E-mailing, Report Writing and Press Release sections. A simple and easy language with the latest pattern has been used in this book. This book will also help you in developing the research and writing skills.

[VBA and Macros](#) Arihant Publications India limited

The winners of the Nobel Prize show how economics, when done right, can help us solve the thorniest social and political problems of our day. Figuring out how to deal with today's critical economic problems is perhaps the great challenge of our time. Much greater than space travel or perhaps even the next revolutionary medical breakthrough, what is at stake is the whole idea of the good life as we have known it. Immigration and inequality, globalization and technological disruption, slowing growth and accelerating climate change--these are sources of great anxiety across the world, from New Delhi and Dakar to Paris and Washington, DC. The resources to address these challenges are there--what we lack are ideas that will help us jump the wall of disagreement and distrust that divides us. If we succeed, history will remember our era with gratitude; if we fail, the potential losses are incalculable. In this revolutionary book, renowned MIT economists Abhijit V. Banerjee and Esther Duflo take on this challenge, building on cutting-edge research in economics explained with lucidity and grace. Original, provocative, and urgent, *Good Economics for Hard Times* makes a persuasive case for an intelligent interventionism and a society built on compassion and respect. It is an extraordinary achievement, one that shines a light to help us appreciate and understand our precariously balanced world.

Best Sellers - Books :

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• [The Psychology Of Money: Timeless Lessons On Wealth, Greed, And Happiness By Morgan Housel](#)

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• [Iron Flame \(the Empyrean, 2\) By Rebecca Yarros](#)

• [You Will Own Nothing: Your War With A New Financial World Order And How To Fight Back](#)

• [The Very Hungry Caterpillar](#)

• [Jackie: Public, Private, Secret By J. Randy Taraborrelli](#)

• [Our Class Is A Family \(our Class Is A Family & Our School Is A Family\) By Shannon Olsen](#)