

## Personal Matter

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niveau a1 bis c2 die große lerngrammatik englisch wurde auf den neuesten stand gebracht die neuauflage präsentiert sich in einem übersichtlichen und modernen layout enthält zusätzliche tests sowie drei neue kapitel über präpositionen konjunktionen und interpunktion beibehalten wurde die bewährte konzeption der grammatik die nicht nur als nachschlagegrammatik sondern auch zum systematischen selbstlernen angelegt ist sie zeichnet sich aus durch kleinschrittige lernerfreundliche darstellung der grammatischen erscheinungen gliederung nach wortarten besondere hilfstellungen für selbstlerner leicht verständliche erklärungen eine vielzahl von authentischen beispielen tests zur Überprüfung des lernfortschritts eine klare optische gestaltung zur leichteren orientierung beim lernen sowie beim nachschlagen in zweifelsfällen für lerner mit sprachlichen grundkenntnissen sowie für fortgeschrittene als vielseitiges umfassendes arbeitsinstrument gleichermaßen geeignet

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we all know someone who is a natural people person they seem to understand what people really want what they really think and what they really mean they can effortlessly get people onside and keep them happy and motivated is there something they know that the rest of us don't is it something we can all learn the answer is a resounding yes they know the rules of people these rules are the guiding principles that show you how to connect with strangers build strong relationships with friends and colleagues and even get the best out of difficult people they will help you say the right thing do the right thing and know instinctively how to handle every situation you'll have relaxed easy relationships and you'll be that person who gets on with everyone the full text downloaded to your computer with ebooks you can search for key concepts words and phrases make highlights and notes as you study share your notes with friends ebooks are downloaded to your computer and accessible either offline through the bookshelf available as a free download available online and also via the iPad and Android apps upon purchase you'll gain instant access to this ebook time limit the ebooks products do not have an expiry date you will continue to access your digital ebook products whilst you have your bookshelf installed

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