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## Your First Year of Work: A Survival Guide

By Shelagh Foster

Times Group Books, New Delhi, India, 2014. Softcover. Book Condition: New. First Edition. Shelagh Foster has seen so many people just like you, battling to get ahead once they have finished matric, college or university. This is a daunting time, but you don't need to go it alone! Let Shelagh guide you through the dos and don'ts of entering the workplace. This survival guide will give you answers to your workplace questions and to questions you didn't even know to ask! Write the email that gets you an internship interview. Make a great impression in an interview. Crack the unwritten codes of office culture. Know how your body language impacts on your colleagues' impressions of your performance. Win respect in written and spoken communication. Be professional, no matter how humble your role might be. Interpret the office dress code. Printed Pages: 184.



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