

Book Description

The book presents a very systematic presentation of the subject matter in simple and lucid language. Therefore this book is of vital academic as well as national importance.

Table of Contents

Preface	vii
1. Soft, Interpersonal and Communicative Skills	01
2. English Language Skills Assessment and TOEIC	28
3. Ability to Read and Follow Instructions	62
4. Self-directed Skills	95
5. Work Experience	122
6. Positive Work Ethics	146
7. Wanting to do a Good Job	162
8. Curriculum for English Language Teaching	206
Bibliography	283
Index	285

About Author

Karson Leach is a writer, editor, lecturer and broadcaster. His authored works are mainly in the field of language but he is perhaps best known for his two encyclopedias on literature. He has been a consultant, contributor or presenter on several radio and television programmes and series.