



How to Communicate With Your Spanish & Asian Employees: A Translation Guide for Small Business Owners: With Companion CD-ROM

Kimberly Hicks

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Lets face facts in today's business environment we hire a lot of non-English speaking employees. Yes, they will learn English over time, but what do you do right now? Well for one you can keep this indispensable learning aid with you, and provide several of them to your employees.

The book includes definitions of common Spanish and Chinese words arranged by such categories as work place items, foods, greetings, interview questions, introductions, time numbers, days of the week, months, colors, etc. A clean crisp layout and detailed treatment of words ensure accurate translation and allow the user to grasp the important nuances of the language quickly.

The entire book is duplicated in Spanish, English, and Chinese so both English speaking and non-English-speaking persons can easily use it. Includes a CD ROM employee handbook in Spanish and Chinese. Employment in the restaurant industry reached a record 12.8 million workers in recent years, up from 10.9 million in 1998, according to National Restaurant Association analysis of new employment projections from the U.S. Bureau of Labor Statistics (BLS). Projected restaurant-industry employment will reach 14.1 million by 2021. The companion CD-ROM is not available for download with this electronic version of the book but it may be obtained separately by contacting Atlantic Publishing Group at sales@atlantic-pub.com

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Maryellen Tilley:

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