Resources to Support Cambridge International Examinations



www.cambridge.org/education

CAMBRIDGE
INTERNATIONAL EXAMINATIONS

Cambridge University Press and Cambridge International Examinations (CIE) are working together to further the development of international learning and assessment.

CIE is a leading provider of educational assessment in both schools and commercial sectors. Registered examination centres exist in 167 countries from which CIE receive millions of entries every year.

Cambridge University Press is the oldest printing and publishing organisation in the world and has charitable objectives in advancing knowledge, education, learning and research.

To ensure CIE centres are fully supported with appropriate resources, Cambridge University Press has established an extensive publishing programme covering:

- IGCSE
- 0 Levels
- AS & A Levels
- Cambridge Skills and Career Awards
- Cambridge Professional Development for Teachers

Titles published within this brochure are endorsed by Cambridge International Examinations for use with their corresponding assessments.

Cambridge University Press

Orders and Enquiries
Orders and enquiries may be addressed to your normal supplier. Cambridge
University Press offices and agents are listed at the back of this catalogue. For further information please contact
Jonathan Woods, International
Education at the address below:

International Education
Cambridge University Press
The Edinburgh Building
Cambridge
CB2 2RU
United Kingdom

Phone +44 1223 325014 Fax +44 1223 325573

Email jwoods@cambridge.org Website www.cambridge.org/education

Inspection Copies
Certain books in this catalogue are available for evaluation purposes. If you would like to evaluate any Cambridge books, please contact your local Cambridge office or Jonathan Woods at the address above.

Cambridge International Examinations

For further information about any of the qualifications or services offered by Cambridge International Examinations, please contact:

Customer Services
Cambridge International Examinations
1 Hills Road
Cambridge
CB1 2EU
United Kingdom

Phone +44 1223 553554 Fax +44 1223 553558

Email international@ucles.org.uk Website www.cie.org.uk







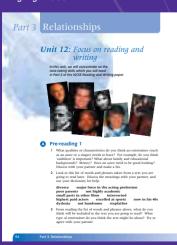
English as a Second Language: IGCSE

Peter Lucantoni, Marian Cox and Bob Glover

English as a Second Language: IGCSE matches the requirements of the Cambridge International Examinations syllabus. It is written by experienced IGCSE teachers and endorsed by Cambridge International Examinations, ensuring that it is up to date and comprehensive in its coverage of the syllabus.

This textbook offers clear, practical support for teachers and students. It is divided into 20 succinct units based on the specific skill areas of the IGCSE examination: reading, reading and writing, writing, and listening. The units adopt a lively approach to the subject utilising a diverse range of stimulus material. The book also includes exam practice questions.

Sample spread from *English as a Second Language: IGCSE*



Contents

Part 1 Leisure:

Unit 1.Focus on reading; Unit 2.Focus on reading and writing; Unit 3.Focus on writing; Unit 4.Focus on listening; Unit 5.Exam practice;

Part 2 Work:

Unit 6.Focus on reading; Unit 7.Focus on reading and writing; Unit 8.Focus on writing; Unit 9.Focus on listening; Unit 10.Exam practice;

Part 3 Relationships:

Unit 11.Focus on reading; Unit 12.Focus on reading and writing; Unit 13.Focus on writing; Unit 14.Focus on Listening; Unit 15.Exam practice;

Part 4 Ideas:

Unit 16.Focus on reading; Unit 17.Focus on reading and writing; Unit 18.Focus on writing; Unit 19.Focus on listening; Unit 20. Exam practice;

English as a Second Language: IGCSE Student book

0 521 00051 3 192 pp. full colour Paperback

Download a free sample chapter - visit www.cambridge.org/education/international

Other components

English as a Second Language: IGCSE Teacher's book

0 521 00513 2 64 pp. full colour Paperback

English as a Second Language: IGCSE Student workbook

0 521 89345 3 c. 96 pp. full colour Paperback

English as a Second Language: IGCSE (audio cassette)

0 521 00515 9

English as a Second Language: IGCSE A selection of past listening papers (audio cassette)

0 521 00514 0

See page 5

English as a Second Language teacher's handbook

NFW

First Language English: IGCSE

Marian Cox and Peter Lucantoni

First Language English: IGCSE has been written specifically for the IGCSE First Language English syllabus from Cambridge International Examinations.

The book is an exam preparation course that offers clear, practical support for students. It is divided into four themed sections; leisure, work, people, and ideas. Each section is subdivided into succinct units, based on the specific skill areas of the syllabus: reading, directed writing, continuous writing, speaking and listening. The units adopt a lively approach to the subject, utilising a diverse range of topical stimulus material.

Contents

PART 1 Leisure: sport, travel, pastimes

Unit 1. Reading Unit 2.Directed writing Unit 3.Continuous writing Unit 4. Speaking and listening

PART 2 Work: information, education, employment Unit 5. Reading Unit 6. Directed writing Unit 7. Continuous writing Unit 8. Speaking/listening

PART 3 PEOPLE

Unit 9. Reading Unit 10. Directed writing Unit 11. Continuous writing Unit 12. Speaking/listening

PART 4 IDEAS

Unit 13. Reading Unit 14. Directed writing Unit 15. Continuous writing Unit 16. Speaking/listening

First Language English: IGCSE Student book

0 521 01172 8 160 pp.

full colour Paperback

Paperback

Download a free sample chapter - visit

Other Components

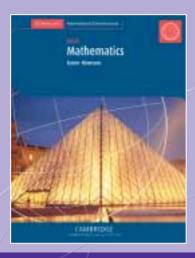
First Language English: IGCSE

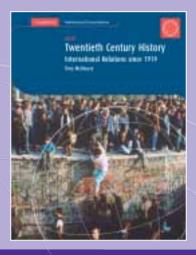
Student workbook

0 521 52904 2 c. 96 pp.

See page 5

First Language English teacher's handbook





Mathematics: IGCSE

Karen Morrison

Mathematics: IGCSE is a new textbook written specifically for the Cambridge International Examinations IGCSE syllabus. It has been written by an experienced mathematics teacher and endorsed by Cambridge International Examinations, ensuring that it is up-to-date and comprehensive in its coverage of the syllabus. The book contains all the material covered in both the core and extended IGCSE maths syllabuses.

Main features

- Comprehensive coverage of the IGCSE syllabus
- Designed for face-to-face learning, but encourages self assessment and independent thinking
- Well structured student-friendly text
- Examples drawn from all over the world, and relevant to real life situations
- Glossary boxes explain new and difficult words
- 'Check your progress' exercises help students to assess their development

Contents

Module 1. Working with numbers

Module 2. Algebra

Module 3. Graphs and functions

Module 4. Geometry

Module 5. Trigonometry

Module 6. Statistics

Module 7. Probability

Module 8. Transformations

Answers

Mathematics: IGCSE

0 521 01113 2 320 pp.

Paperback

Forthcoming

IGCSE Mathematics Revision Guide

See page !

Mathematics teacher's handbook

NEW

Twentieth Century History

International Relations since 1919

Tony McAleavy

This lively and accessible IGCSE textbook focuses on international relations from the end of the First World War to the collapse of communism. Endorsed by Cambridge International Examinations, it matches the 20th Century (1919 to the present) core content of the IGCSE History syllabus. The textbook is well presented, with a wide range of illustrations, sources, maps, diagrams and activities.

Contents

The 1919–1923 peace treaties
The League of Nations
The collapse of international peace
The Cold War
Containing the spread of communism
Soviet control over Eastern Europe
The United Nations organisation

Twentieth Century History

0 521 89350 X 176 pp.

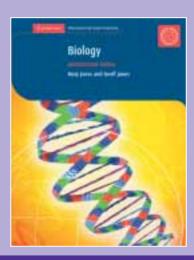
full colour Paperback

See page 5

History teacher's handbook







Chemistry - New Edition

Richard Harwood

Chemistry – New Edition matches the Cambridge International Examinations syllabuses for both IGCSE and O Level Chemistry. The text is clearly separated into core and extension material, with questions at the end of each section to test understanding. General material includes revision guidance, past examination questions with answers and a glossary of key terms.

Main features

- Endorsed by Cambridge International Examinations
- Comprehensive coverage of IGCSE and O Level syllabuses
- Revision guidance including past examination practice questions
- Highlighted extension material to stretch more able students
- Full colour throughout

Contents

- 1.Planet Earth
- 2.The nature of matter
- 3.Elements and compounds
- 4.Chemical change
- 5.Acids, bases and salts
- 6.Quantitative chemistry 7.How far? How fast?
- 8. Patterns and properties of non-metals
- 9.Patterns and properties of metals
- 10.Industrial inorganic chemistry
- 11.Organic chemistry
- 12.Petrochemicals and polymers
- 13.Chemical analysis and experimentation
- 14.Study and revision skills.

0 521 53093 8 424 pp. full colour Paperback

See page 5

Science teacher's handbook

NEW

Biology – International Edition for IGCSE and O Level

Mary Jones and Geoff Jones

Biology – International Edition for IGCSE and O Level is a textbook to accompany the Cambridge International Examinations syllabuses for IGCSE and O Level Biology. It closely matches the content of both syllabuses, and has been endorsed by CIE for use with their examinations. The accessible language and extensive use of high-quality colour illustrations ensure that the material is suitable for all students, including those for whom English is not their first language.

Main features

- Endorsed by Cambridge International Examinations
- Comprehensive coverage of both IGCSE and 0 Level syllabuses

- Straightforward descriptions and explanations of facts and concepts
- Revision questions at the end of each chapter
- A section listing apparatus required for practicals
- An appendix of CIE exam guestions

Contents

- 1. Cells 2. Diffusion, osmosis and active transport
- 3. Enzymes 4. How animals feed
- 5. How green plants feed 6. Respiration
- 7. Transport 8. Reproduction 9. Coordination and response 10. Homeostasis and excretion
- 11. Support and movement 12. Inheritance and evolution 13. Health, disease and medicine 14. Making use of microorganisms 15. Living organisms in their environment 16. Humans and the environment 17. The diversity of life Apparatus required for practicals

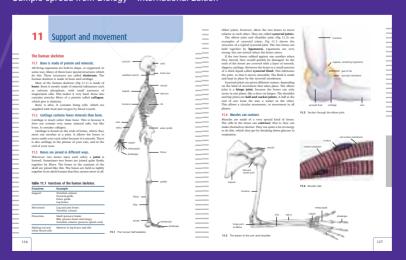
0 521 89117 5 216 pp. full colour Paperback

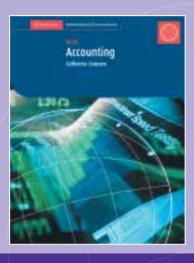
Download a free sample chapter – visit www.cambridge.org/education/international

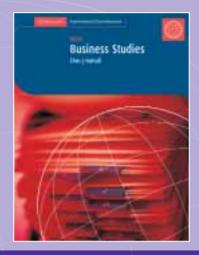
See page 5

Science teacher's handbook

Sample spread from Biology - International Edition







NFW

Accounting: IGCSE

Catherine Coucom

Accounting: IGCSE is the ideal book for students studying for the IGCSE examination. It has been written and trialled by experienced IGCSE teachers and endorsed by Cambridge International Examinations, ensuring that it is up-to-date and accurate in its coverage of the syllabus.

Main features

- Endorsed by Cambridge International Examinations
- Comprehensive coverage of the IGCSE syllabus
- Full syllabus cross-reference chart
- Worked examples to assist students with new accounting concepts
- 'Check your progress' exercises to help students assess their development
- Past paper questions for practice and revision

Contents

Introduction to accounting Double entry bookkeeping - Part A The Trial Balance Double entry bookkeeping – Part B Petty cash book Business documents and books of prime entry Final accounts Accounting rules Accruals and prepayments Depreciation and disposal of fixed assets Bad debts and provision for doubtful debts Bank reconciliation statements Journal entries and correction of errors Control accounts Incomplete records Accounts of clubs and societies Partnership accounts Accounts of manufacturing businesses Departmental accounts

0 521 89346 1 304 pp.

Analysis and interpretation

Paperback

NEW

Business Studies: IGCSE

Chris J. Nuttall

Business Studies: IGCSE contains full coverage of the Cambridge International Examinations syllabus. The text adopts an enquiry-based interactive approach to the subject and is divided into concise units that deal with specific topics. The author uses illuminating case studies followed by questions to deepen students' understanding of the implications of the topic.

Main Features

- Endorsed by Cambridge International Examinations
- Full coverage of IGCSE Business Studies syllabus
- End of chapter examinations style questions
- Accessible language level
- Highly illustrated throughout

Contents

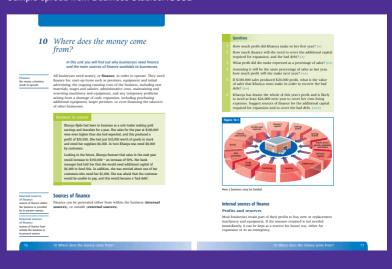
1.The nature and purpose of economic activity 2.What is business all about? 3.What part does the state play? 4. How is business organised? 5. Is size important? 6. Sole traders and partnerships 7.Limited companies 8. Other types of business organisation 9.1s there a best type of business? 10. Where does the money come from? 11. How much does it cost? 12. Accounting for success 13.What do the accounts mean? 14.How do forecasts help decision-making? 15.Structuring for growth 16.Is it worth the risk? 17.Letting people know 18. Why do people work? 19.Workgroups and managers 20.Working together 21. How do businesses find the right employees? 22.What is marketing? 23.What do customers want? 24. Handling information 25.What product? 26.How much is it? 27.How do businesses attract customers? 28.How does the customer get the product? 29.Marketing, planning and strategy 30. How are goods produced? 31. Where should a business locate? 32.Government and the economy 33. The social costs and benefits of business activity 34 Rusiness and the State

0 521 75095 4 320 pp.

Paperback

Download a free sample chapter – visit www.cambridge.org/education/international

Sample spread from Business Studies: IGCSE

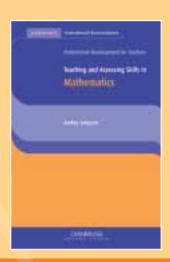


Professional Development Series









NEW

Cambridge Professional Development for Teachers

Cambridge Professional

Development for Teachers is a
series of handbooks for teachers,
published in association with
Cambridge International
Examinations

The handbooks provide clear, practical and up-to-date guidance on teaching and assessing skills, across a range of subject areas, for IGCSE and O Level. They offer ideas and strategies for effective classroom practice, the setting of course-work and the integration of different skills.

Titles available Teaching and Assessing Skills in First Language English

Tony Parkinson
0.521.75355.4 80 nn

Paperback

Teaching and Assessing Skills in English as a Second Language

Peter Lucantoni

Paperback

Teaching and Assessing Skills in Mathematics

Audrey Simpson

Danarhaak

Teaching and Assessing Skills in Computer Studies

Stewart Wainwright

1 75360 0 96 pp. Papert

Teaching and Assessing Skills in History

Available September 2003

0 521 75358 9 96 pp.

Paperback

Teaching and Assessing Skills in Geography

Available August 2003

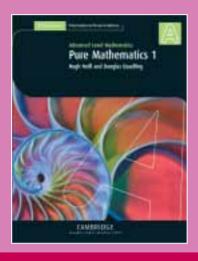
0 521 75357 0 96 pp.

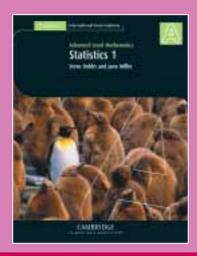
Teaching and Assessing Practical Skills in Science

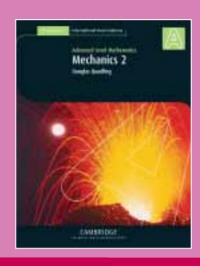
Available August 2003

0 521 75250 7 - 06 pp

aperbaci







Advanced Level Mathematics

Hugh Neill, Douglas Quadling, Steve Dobbs, Jane Miller

Advanced Level Mathematics has been designed to match the requirements of the Cambridge International Examinations AS Level and A Level syllabuses. The authors have worked closely with CIE to ensure that the content within the books matches the syllabuses and is pitched at a suitable level.

Main features

- Endorsed by Cambridge International Examinations
- Full coverage of both AS and A Level syllabuses
- The books are clear and easy to use.
 They include:
 - -learning objectives at the start of each chapter
 - -clear explanations of concepts
 - –numerous worked examples to demonstrate methods
 - -suggestions for different ways to approach the topics
 - -stimulating worked examples and exercises throughout
 - –practice exam papers written by examiners

Titles available Pure Mathematics 1

Hugh Neil, Douglas Quadling

0 521 53011 3 320 pp. Paperback

Mechanics 1

Douglas Quadling

0 521 53015 6 208 pp. Paperback

Statistics 1

Steve Dobbs, Jane Miller

0 521 53013 X 192 pp. Paperback

Pure Mathematics 2 & 3

Hugh Neil, Douglas Quadling

0 521 53012 1 33 6 pp. Paperback

Mechanics 2

Douglas Quadling

0 521 53016 4 208 pp. Paperback

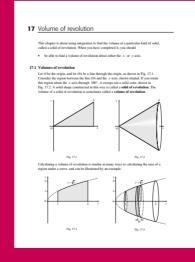
Statistics 2

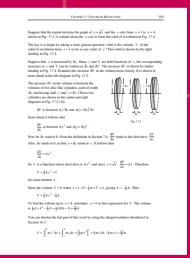
Steve Dobbs, Jane Miller

0 521 53014 8 192 pp.

Paperback

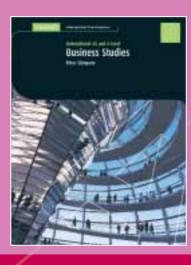
Sample spread from Pure Mathematics 1













Economics: AS Level and A Level

Colin Bamford et al

Economics: AS Level and A Level matches the requirements of the new Cambridge International Examinations (CIE) syllabus in Economics. The book is divided into two units, core (AS) and extension (A Level), each of which represents a self-contained programme of study.

As well as fully supporting the syllabus, the book equips students with the skills needed to succeed in the examinations. and describes how these skills and concepts will be examined by CIE.

Main features

- Endorsed by Cambridge International Examinations
- Clear differentiation between AS and A Level material
- Comprehensive self-assessment tasks ideal for class or independent use
- Examination advice based on actual past papers
- Key words identified in each section

Contents

Introduction: The economist's 'tool kit' and the Cambridge International Examinations Unit 1: Core (AS Level)

1.Basic economic ideas 2.The price system 3.Government intervention in the price system 4.International trade 5.Measurement in the macro economy 6. Macroeconomic problems 7. Policies of correct balance of payments disequilibria Unit 2: Extension (A Level) 8.Basic economic ideas economic efficiency 9. The price system and the theory of the firm 10.Government intervention in the price system 11. Theory and measurement in the macro-economy 12.Macroeconomic problems 13.Macroeconomic policies

0 521 00781 X 342 pp.

Download a free sample chapter – visit www.cambridge.org/education/international

NEW

Business Studies: AS Level and A Level

Peter Stimpson

Business Studies: AS Level and A Level has been written for the Cambridge International Examinations (CIE) syllabus in **Business Studies**

The key and distinctive feature of this book is the international perspective it adopts to business. Very few businesses today operate in a narrow national market place and students are therefore encouraged to look at business organisations and business decisions from an international viewnoint

Main features

- Endorsed by Cambridge International Examinations
- Clear differentiation between AS and A Level material
- Stimulating activities and case studies
- Examination practice questions
- Sample examination papers

Contents

Unit 1.Business and the environment

Unit 2.Marketing decisions

Unit 3. People in organisations

Unit 4.Operations management decisions

Unit 5.Business accounting and finance

Unit 6.Numerate techniques for business studies

Unit 7.Revising for examinations

0 521 00367 9 538 pp.

Paperback

Available September 2003

Biology: AS and A Level

Mary Jones, Richard Fosbery, Jennifer Gregory, Dennis Taylor

Biology: AS and A Level matches the requirement of the Cambridge International Examinations AS and A Level Biology syllabuses. Every learning outcome is covered in detail, making the book the key to success in the new AS and A Level examinations. Key biological concepts are explained clearly and concisely, making the book ideal for students coming to biology from different backgrounds who require an accessible explanation of the subject.

Main Features

- Self-assessment questions (with answers) offer excellent opportunities for independent study.
- Chapter introductions and summaries provide a basis for structured revision.
- Key information on practical aspects of the syllabus.
- Extensive glossary providing explanations of technical terms.
- Full-colour illustrations.

0 521 53674 X c. 320 pp. full colour Paperback





Available September 2003

English Language and Literature: AS Level

Helen Toner, Elizabeth Whittome
This textbook supports the new CIE
examination at AS level for English
Language and Literature. The language
section is divided into two parts: passages
for comment and composition, with
directed writing tasks and exemplar
answers. The literature section analyses
skills for the study of poetry and prose and
explores structure and form in drama,
including Shakespeare

Contents

Part 1. Language
Passages for Comment
Composition
Part 2. Literature
Poetry
Prose
Shakespeare
Drama
Part 3. Revision
Part 4. Glossary of Terms

0 521 53337 6 c. 224 pp.

Available September 2003

Sociology: AS and A Level

Terry Burgess ,Mike Kirby, Andy Barnard
Sociology AS and A Level matches the
Cambridge International Examinations
syllabuses for AS and A Level Sociology.
This book presents the main theoretical
perspectives and encourages the
development of a searching and critical
approach to sociology. Written in a lively
and accessible manner, this textbook is
also an introduction to the subject for
undergraduates and for people on
vocational courses in nursing, social work,
education and management training.

Contents

Paperback

Unit 1: The sociology perspective
Unit 2: Sociological methods
Unit 3: Social differentiation and stratification
Unit 4: Families and households
Unit 5: Education
Unit 6: Religion
Unit 7: Crime and deviance
Unit 8: Work and Leisure
Unit 9: Mass media

0 521 53214 0 c. 496 pp.

Paperback

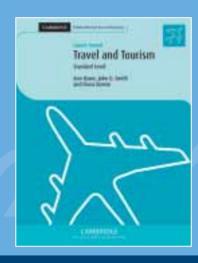
In preparation

Thinking Skills: AS Level

John Butterworth
0 521 52149 1







Cambridge Skills and Career Awards

Cambridge International
Examinations (CIE) has developed a new suite of qualifications —
Cambridge Skills and Career
Awards — to meet the demand for internationally recognised vocational qualifications.

Cambridge University Press presents the following series of books to support these awards. All titles have been written specifically for the Cambridge Skills and Career Awards and are endorsed by CIE. The authors have all worked closely with CIE to assure that the content of the books matches the syllabuses in a precise and accurate manner.

NFW

Career Award in Business

Career Award in Business: Standard Level

Chris Nuttall

Main features

- Full syllabus coverage
- Accessible Language
- Written by experienced Business Studies teacher
- Highly illustrated
- Full colour throughout
- Endorsed by CIE

Contents

Effective business communication
Business finance
Marketing
Human resource management
Interpersonal business skills
Business start-up
Customer care

Business organisation and environment

0 521 75094 6 c.320 pp. Full colour Paperback

NEW

Career Award in Travel and Tourism

Travel and Tourism: Standard Level

Anne Rowe, John D. Smith and Fiona Borein

Main features

- Complete syllabus coverage
- Written by experienced subject examiners
- Genuine case studies
- Includes section on good examination technique
- Endorsed by CIE

Contents

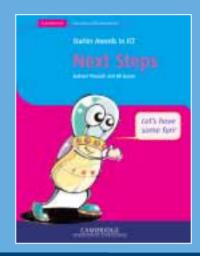
Part 1 The Core Module:
The travel and tourism industry
Features of worldwide destinations
Customer care and working practices
Travel and tourism products and services;
Part 2 The Option Modules:
Marketing and promotion
Travel organisation
Visitor services

0 521 89235 X 240 pp. Full colour Paperback

Download a free sample chapter – visit www.cambridge.org/education/international







NFW

Skills Award in Information Technology

- Full syllabus coverage of all levels
- Written by bestselling IT author
- Includes added skills builder section
- Tutor Support CD-ROM
- Endorsed by CIE

Information Technology: **Foundation Level**

PK McBride

Contents

General principles; Using the computer and managing files; Word Processing Spreadsheets; Databases; Electronic communication; Presentations

0 521 52529 2 192 pp.

Paperback

Information Technology: Standard Level

P.K.McBride

Contents

Using the computer and managing files; Word Processing; Spreadsheets; Electronic communication; Presentations

0 521 52528 4 192 pp. Paperback

Information Technology CD-ROM: Foundation Level and Standard Level

P.K.McBride

The Tutor Support CD ROM provides teacher support for delivering the content of the IT student books. It contains sample files and sample tests based on CIE assessment materials.

0 521 52530 6 CD ROM

Available September 2003

Career Awards in Information and Communication Technology (ICT)

Main Features

- Complete syllabus coverage of all levels
- Written by bestselling IT author
- Accessible language level
- Tutor support CD ROM
- Endorsed by CIE

ICT: Foundation Level

P.K. McBride

Contents

General principles; Communications; Document production; Data manipulation; Creating charts; Desktop publishing; Computer graphics; Database operations; Web site design 0 521 53293 0 c.128 pp. Paperback

ICT: Standard Level

P.K. McBride

Contents

General principles; Communication; Document production; Data manipulation; Integration; Data analysis; Business charts; Website authoring; Presentation graphics

0 521 53294 9 c.128 pp.

ICT: Advanced Level

P.K. McBride

Contents

Communication; Data management; Systems management: Advanced spreadsheets: Relational databases; Website programming; Advanced graphics; Automation

0 521 53295 7 c.128 pp.

Paperback

ICT: Tutor Support CD ROM

Contains tutor material to support the teaching of ICT Skills. It contains sample files and sample tests based on CIE assessment materials.

CD ROM

Available May 2003

Starter Awards in Information and Communication Technology (ICT)

Main features

- Full syllabus coverage at all levels
- Accessible language level
- Based on Blackcat supertool software
- Illustrations and screenshots throughout
- Full colour

ICT: Initial Steps

Graham Peacock and Jill Jesson

Initial Steps is the first in a three-part series written to match the requirements of the Cambridge Starter Awards in ICT. This book is particularly aimed at the first level of the syllabus.

0 521 5215 0 5 64 pp Full colour

Paperback

ICT: Next Steps

Graham Peacock and Jill Jesson Next Steps is the second book in the threepart series and is particularly aimed at the second level of the syllabus.

0 521 52152 1 64 pp

Paperback

ICT: On Track

Graham Peacock and Jill Jesson

On Track is the third book in the series and is aimed at the third level of the syllabus.

0 521 52151 3 64 pp







Available September 2003

Career Awards in Office Administration

These titles have been written to match the requirements of the CIE Career Award syllabus in Office Administration. The authors have worked closely with CIE to ensure that the content within the books matches the syllabus and is pitched at a suitable level.

Main features

- Complete course coverage of all levels
- Written by CIE chief moderator
- Accessible language level
- Endorsed by CIE

Office Administration: **Foundation Level**

Edna Turnbull

Contents

Section 1. Text Processing

Section 2. Communication and Task Management

Section 3. Office Procedures

Section 4. Shorthand

Standard Level

0 521 89123 X c.240 pp. Office Administration:

Edna Turnbull

Contents

Text Processing

Communication and Task Management

Office Administration

Shorthand

Customer Service

Interpersonal Business Skills

Organising meetings and events

0 521 89124 8 c.240 pp. Paperback

Office Administration: **Advanced Level**

Edna Turnbull

Contents

Text Processing

Communication and Task Management

Office Administration

Shorthand

Customer Service

Interpersonal Business Skills

Organising meetings and Events

0 521 89125 6 c.240 pp.

Paperback

Forthcoming 2004

Cambridge Management **Awards**

Effective Management: Principles & Practice

Executive Certificate

Margaret Sinclair-Hunt

0 521 53433 X

Effective Management: Principles & Practice

Executive Diploma

Margaret Sinclair-Hunt

0 521 53434 8

Project Management















Algeria

Algiers International Study Centre Bookshop 54, Route de Beni Messous El Hamadia Air De France, 16030 Bouzares Algiers Phone (213) 2 944372/3

Fax (213) 2 944372/3

Antigua – please see Dominica

Argentina

Cambridge University Press Paraguay, 946 – 40 Piso A Buenos Aires 1057 Phone (54) 11 4322 5040/ 4328 7648 Fax (54) 11 4322 5040/ 4328 7648 Email buenosaires@cambridge.org

Australia

Cambridge University Press Australian Branch 477 Willamstown Road Port Melbourne Melbourne VIC 3207 Phone (61) 3 8671 1411 Fax (61) 3 9676 9955 Email info@cambridge.edu.au

Austria – please see Germany

Rahrain

The Bookcase
PO Box 778
Manama
Phone (973) 690566
Fax (973) 690891
Email
bookcase@batelco.com.bh

please see India

Barbados

Days Bookstore Speedbird House Independence Square Bridgetown Phone (1 246) 228 2858 Fax (1 246) 436 5289 Email daysbooks@sunbeach.net

please see France

Bosnia-Herzegovina – please see Slovenia

Botswan

Malburg Book Agency
PO Box 602017
Gaborone West
Gaborone
Phone (267) 587 425
Fax (267) 587 420
Email janabook@botsnet.bw

Brazi

Cambridge University Press Rua da Assembléia 10–sala 3502 20011–901 Rio de Janeiro RJ Phone (55) 21 2531 0992 Fax (55) 21 2531 0992 Email rio@cambridge.org

Cambridge University Press South American Branch Av. Paulista 807.conj.2315 2 01311–915 São Paulo SP Phone (55) 11 3285 0455 Fax (55) 11 3171 1844 Email saopaulo@cambridge.org

Cameroon

NMs & I Corporate Services B.P. 30374 Biyam—Assi Yaoundé Phone (237) 2 31 11 03 Fax (237) 2 22 90 81 Email Inforgwei@yahoo.co.uk

Canada

Curriculum Plus! 40407 Ayr Drive Box 2319 Vancouver BC VON 3GO Phone (1) 800 660 1244 Fax (1) 604 608 4864 Email ian.sutherland@shaw.ca

Chile

Cambridge University Press Avenida 11 de Septiembre 1945 of. 918 Providencia Santiago Phone (56) 2 341 6602 Fax (56) 2 341 6353 Email santiago@cambridge.org

China

Cambridge University Press Room 3401/3403, 4th Floor FLTRP Building No. 19 Xi San Huan Beilu Beijing PC 100089 Phone (86) 10 68946736 Fax (86) 10 68946727 Email beijing@cambridge.org

Cambridge University Press 5A/F, Heng Le Xuan Hengan Building 260 Huang Pu Avenue Zhong Tianhe District Guangzhou PC 510655 Phone (86) 20 85690820 Fax (86) 20 85646460 Email

guangzhou@cambridge.org

Cambridge University Press

Room 2409 Shanghai Book City Building 193 Fujian Middle Road Shanghai 200001 Phone (86) 21 63914563 Fax (86) 21 63914305 Email shanghai@cambridge.org

Croatia – please see Slovenia

Cuba

Coliciones Cubanas
Obispo No 527 (altos)
Habana Vieja
Ciudad de la Habana
Habana
Phone (53) 7 308014
Fax (53) 7 338943
Email tonyirizar@yahoo.com

Cyprus – please see Greece

Czech Republi

Cambridge University Press U Krcské vodárny 10 140 00 Prague 4 Phone (420) 2 4144 0969 Fax (420) 2 4144 0969 Email prague@cambridge.org

Dominica

Jays Limited
42 Kennedy Ave
PO Box 254
Roseau
Phone (1 767) 448 4024
Fax (1 767) 448 6926
Email jays@cwdom.dm

Ecuador

English Book Centre
Acacias 613 y Avenida Las
Monjas
PO Box 5164
Guayaquil
Phone (593) 4238 2247/
4238 5555
Fax (593) 4288 3100
Email theebc@gye.satnet.net

Av 12 de Octubre
1135 y Ventimilla
Quito
Phone (593) 2256 0566/
2256 0530
Fax (593) 2256 0566/2256 0530
Email
ebcquito@uio.telconet.net

Egypt

Cambridge University Press 34 Talaat Harb St Cairo Phone (20) 2 5798503 Fax (20) 2 3957982 Email cairo@cambridge.org

Ethiopia

Yeshiemebet Tsige
PO Box 22843
Addis Ababa
Phone (251) 1 620642
Fax (251) 1 625119
Email cup@telecom.net.et

France

Cambridge University Press 2D, rue Marceau F-78800 Houilles Paris Phone (33) 1 39 14 46 91 Fax (33) 1 39 14 32 89 Email paris@cambridge.org

Germany

Caroline Schatke
Koertingstrasse 5
D–30161
Hannover
Phone (49) 511 394 9894
Fax (49) 511 394 9895
Email cschatke@camup.de

Ghana

Damas Educational Service
Ltd
PO Box 10941
Accra North
Accra
Phone (233) 21 665190
Fax (233) 21 665960
Email
damas@africaonline.com.gh

Greec

Cambridge University Press Patriarchou Grigoriou E'21 153 41 Agia Paraskevi Athens Phone (30) 10 6549708 Fax (30) 10 6549740 Email athens@cambridge.org

Guyana – please see Trinidad

Hong Kong

Cambridge University Press Room 1605, 16/f Prosperity Center 25 Chong Yip Street Kwun Tong Kowloon Phone (852) 2997 7500 Fax (852) 2997 6230 Email hongkong@cambridge.org

Transglobal Publishers'
Services Itd
27–E, Shield Industrial Centre
84/92 Chai Wan Kok Street
Tseun Wan
New Territories
Phone (852) 2413 5322
Fax (852) 2413 7049
Email
transpub@netvigator.com

Hungary

Mariann Gyorgy c/o Libra Books Ltd Kft 1085 Budapest Kolcsey u.2 Phone (36) 1 486 1678/9 Fax (36) 1 483 0660 Email cup@mail.datanet.hu

India

Cambridge University Press C-22, C Block, Brigade MM K.R. Road, Jayanagar Bangalore 560 082 Phone (91) 80 6764817/6762764 Fax (91) 80 6761322 Email bangalore@cambridge.org Cambridge University Press 21/1 (New No.49), 1st Floor Model School Road Thousand Lights Chennai 600 006 Phone (91) 44 8291294 Fax (91) 44 8291295 Email chennai@cambridge.org

Cambridge University Press 60, Dr. Sundari Mohan Avenue 1st Floor Kolkata 700014 Phone (91) 33 2845725/26 Fax (91) 33 2845727 Email kolkata@cambridge.org

Cambridge University Press Plot No. 80 Service Industries Shirvane, Sector—1, Nerul Navi Mumbai 400 706 Phone (91) 22 7709172 Fax (91) 22 7709173 Email mumbai@cambridge.org

Cambridge University Press 4743/1 (2nd Floor) 23 Ansari Road New Delhi 110 002 Phone (91) 11 3274196/3288533 Fax (91) 11 3288534 Email delhi@cambridge.org

indonesia

P F Books
Jl. dr. Setia Budhi no. 274
Bandung 40143
Phone (62) 22 211 149
Fax (62) 22 212 840
Email
pfbook@bandung.wasantara.
net.id

Iran

World Book Services
101 Mansour Street
Mirzay E Shirazy Ave
Tehran 15969
Phone (98) 21 871 4622
Fax (98) 21 225 3888
Email
iran_cambridge@hotmail.com

Israel

Rodney Franklin Agency 53 Mazeh Street PO Box 37727 Tel Aviv 61376 Phone (972) 3 5600724 Fax (972) 3 5600479 Email rodneyf@netvision.net.il

Italy

Cambridge University Press Via Porrettana 9/4B 40135 Bologna Phone (39) 051 435141 Fax (39) 051 6154652 Email bologna@cambridge.org

Jamaica

New Editions Book Centre 2 East Avenue Swallowfield Kingston 5 Phone (1 876) 908 0454 Fax (1 876) 908 0454 Email nebc@cwjamaica.com

Japan

Cambridge University Press Kenkyu—sha Building 9 Kanda Surugadai 2—chome Chiyoda—ku Tokyo 101-0062 Phone (81) 3 3295 5875 Fax (81) 3 3219 7182 Email tokyo@cambridge.org

Kenva

Njigua Books

PO Box 1158 Ruaraka 00618 Nairobi Phone (254) 2 862532 Fax (254) 2 823173 Fmail

njiguabooks@insightkenya.com

Malawi

Maneno Enterprises New Building Society House Old Town P/Bag A17 Lilongwe Phone (265) 752281 Fax (265) 757041 Email maneno@malawi.net

Malaysia

PAL Associates Sdn Bhd 5ñ1 Jalan Ara, SD7/3A Bandar Sri Damansara 52200 Kuala Lumpur Phone (60) 3 627 500 99 Fax (60) 3 627 507 99 Email palbooks@tm.net.my

University Book Store (M) Sdn Bhd 43, JLN. 34/154 Tmn. Delima

Cheras 56000 Kuala Lumpur Phone (60) 3 9100 1868 Fax (60) 3 9102 4730 Email may@ubsm.com.my

Malta – please see Greece

Mexico

Cambridge University Press Monte Alban 45 Col. Navarte CP 03020 Mexico City Phone (52) 5 519 5939 Fax (52) 5 519 5939 Email mexico@cambridge.org

Montserrat – please see Dominica

Namibi

Edumeds (Pty) Ltd 398 Independence Avenue PO Box 2961 Windhoek Phone (264) 61 226371 Fax (264) 61 225054 Email edumeds@iafrica.com.na

Nepal – please see India

Nigeria

Mosuro the Booksellers Ltd 52 Magazine Rd PO Box 30201 Jericho Ibadan Phone (234) 2 2413375 Fax (234) 2 2413374

Email mosuro@skannet.com

Netherlands – please see France

New Zealand – please see Australia

Oman

Al Manahil Educational
Consultancy
Bait Al Aali
Mezzanine Floor, Room 10
Way 3501, off Street 33
Al Khuwair
Phone (968) 687707
Fax (968) 685757
Email
manahil@omantel.net.com

Pakistan

Tahir M Lodhi
Publishers Representatives
14–G, Canalberg H.S
Thoker Niaz Biag, Post Office
53700
Lahore
Phone (92) 42 5412680
Fax (92) 42 5412690
Email tml@lhr.comsats.net.pk

Peru

Cambridge University Press Perez Aranibar No.104ñ502 Barrio Medico Lima 34 Phone (51) 1 444 3629 Fax (51) 1 444 3629 Email lima@cambridge.org

Poland

Cambridge University Press ul. Marszalkowska 140 m. 144 00–061 Warsaw Phone (48) 22 828 92 67 Fax (48) 22 826 97 49 Email warsaw@cambridge.org

Portuga

Cambridge University Press Edificio BONAG – Sala 78 Rua Embaixador Teixeira de Sampaio, 4 1350–220 Lisbon Phone (351) 21 3927155 Fax (351) 21 3927197 Email lisbon@cambridge.org

Oatar

Family Bookshop Ltd PO Box 5769 Doha Phone (974) 424148 Fax (974) 320329 Email fambooks@qatar.net.qa

Russia

Bersenievskaya Naberezhnaya 20/2 Office Room 421 GSP 119072 Moscow Phone (7) 095 959 05 24 Fax (7) 095 959 06 74

Email moscow@cambridge.org

Cambridge University Press

Singapore

Cambridge University Press East Asian Branch 43ñ45 Kreta Ayer Road 089004 Singapore Phone (65) 6323 2701 Fax (65) 6323 2370 Email singapore@cambridge.org

Pansing Distributors Sdn Bhd 5 Tai Seng Drive #05–00 Nicosia Warehouse Singapore 535217 Phone (65) 6382 0488 Fax (65) 6281 5277 Email pansing@singnet.com.sg

Slovakia

Slovak Ventures

Kasalova 6 949 01 Nitra Phone (421) 37 6520 261 Fax (421) 37 7720 190 Email objednavky@venturesbooks.com

Slovenia

Lidija Bertoncelj Zupanciceva 2 1000 Ljubljana Phone (386) 1 252 6830 Fax (386) 1 425 9492 Email Ibertoncelj.cup@siol.net

South Africa

Cambridge University Press African Branch Dock House, Portswood Ridge Victoria and Alfred Waterfront Capetown 8001 Phone (27) 21 419 8414 Fax (27) 21 419 0594 Email capetown@cambridge.org

South Korea

Cambridge University Press 3F, Keumsung B/D 827-4, Yeoksam-Dong Kangnam-Ku Seoul 135-080 Phone (82) 2 5624198 Fax (82) 2 5573919 Email seoul@cambridge.org

Spain

Lamoridge University Press
Iberian Branch
Ruiz de Alarcón, 13
28014
Madrid
Phone (34) 91 360 45 65
Fax (34) 91 360 45 70
Email madrid@cambridge.org

Sri Lanka – please see India

Switzerland

Frances Chadburn
ELT Representative
Gottlieb Binderstrasse 45
CH—8802 Kilchberg
Zurich
Phone (41) 1 715 32 90
Fax (41) 1 715 32 72
Email chadburn@bluewin.ch

Syria

Nour-e-Sham Book Centre PO Box 249 Damascus Phone (963) 11 444 0575 Fax (963) 11 332 4913

Taiwan

Cambridge University Press 7F–3, No.188 Nan King East Road, Sec.5 Taipei Phone (886) 2 27475252 Fax (886) 2 27479922 Email taipei@cambridge.org

Thailand

Cambridge University Press 10A2, Unico House 29/1 Soi Lang Suan Ploenchit Road, Lumpini Bangkok 10330 Phone (66) 2 2554620 Fax (66) 2 6841231 Email bangkok@cambridge.org

Trinidad

Books Etc. 14 Navet Rd San Fernando Phone (1 868) 653 2665 Fax (1 868) 657 0468 Email kkhan@tstt.net.tt

Turke

Cambridge University Press 'Globus' Dünya Basinevi, Kat: 7 100. Yil Mahallesi 34440 Bagcilar Istanbul Phone (90) 212 629 8727 Fax (90) 212 629 4689 Email istanbul@cambridge.org

Uganda

Alphamat Bookworld
UCIL House
UMA Showground
Lugogo
PO Box 25492
Kampala
Phone (256) 41 222982
Fax (256) 07092 331734
Email

Ukraine

Galina Kashko
PO Box 75
Kiev 04119
Phone (380) 44 219 3444
Fax (380) 44 219 3444
Email gkashko@cambridge.org

Cambridge University Press

United Kingdon

Ihe Edinburgh Building
Shaftesbury Road
Cambridge CB2 2RU
Phone (44) 1223 325588
Fax (44) 1223 325152
Email
educustserve@cambridge.org
United States of America
Cambridge University Press
North American Branch
40 West 20th Street
New York NY 10011-4
Phone (1) 212 924 3900
Fax (1) 212 691 3239
Email information@cup.org

Vietnam

Cambridge University Press 3rd Floor 62A Pham Ngoc Thach Street District 3 Ho Chi Minh City Phone (84) 8 8206454 Fax (84) 8 8206454 Email hochiminh@cambridge.org

Yugoslavia

Branka Panic YBS Language School Strahinica Bana 63 11000 Belgrade Phone (381) 11 189320 Fax (381) 11 189320 Email bmpanic@EUnet.yu

7ambia

Insaka Press Co Ltd PO Box 50708 Lusaka Showgrounds Lusaka Phone (260) 1 250033 Fax (260) 1 250033 Email insaka@zamserve-zamtel.zm

Zimbabwe

Prestige Books
13 Belgrave House
21 Aberdeen Road
Avondale
Harare
Phone (263) 4 335105
Fax (263) 4 335105
Email
mccs@iafricaonline.co.zw



Please order from



