



# **Abdul Hameed Shoman Public Library**

## **Monthly Acquisitions List**

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## Accounting

Analyzing financial statements : skill builder / George E. Ruth .- Washington, D.C. : American Bankers Associations, 1998.- iv, 75p.

657.32 /R974

Between the lines of the balance sheet : the plain man's guide to published accounts / Michael Greener .- Oxford : Pergamon Press, 1968.- x, 237p.

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Computer integration into the accounting curriculum : case studies / Robert W. Ingram.- Sarasota, FL : American accounting association, 1988.- viii, 248p.

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Encyclopedia of cost accounting systems .- Englewood Cliffs, NJ : Prentice-Hall, 1965.- 2vol.

657.42 /E56

English - Arabic dictionary of accounting and finance with an Arabic-English glossary / Adnan Abdeen .- Beirut : Librairie du Liban, 1981.- xi, 226p. in English, 40p. in Arabic

R/657.03 /A135

Internal auditing / W. W. Bigg ; J. O. Davies .- London : H. F. L, 1953.- ix, 175p.

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International accounting standards .- Beirut : Middle East Society of Associated Accountants, 1982.- 328p.

657.0218 /M627

Interpretation of balance sheets / H. H. Hutchinson .- London : Institute of Bankers, 1972.- 44p.

657.3 /H976

## Africa history

A history of modern Ethiopia 1855-1974 / Bahru Zewde .- Ohio : Ohio University Press, 1991.- x, 244p. : portraits, maps

963.05 /Z63

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## **Arabic history**

The Middle East and North Africa 1975-76 .- London : Europa Publications , 1975.- xx, 930p. : maps  
R /956 /M627

## **Arabic literature**

Mirror of a soul / Khaled Nusseibeh .- Amman : Dar Al-Nafaes, 2009.- 96p.  
811.9565 /N975

## **Arts**

Deutsche renaissance / Johannes Jahn .- Leipzig : Veb E. A. Seemann, 1969.- 308p. : col. ill.  
R /709.43 /J25

The green vaults / Joachim Menzhausen ; Gerhard Reinhold .- [Leipzig] : Edition Leipzig, 1968.- 141p. : col. ill.  
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## **Business management**

Basic business finance : text and cases / Pearson Hunt ; Charles M. Williams ; Gordon Donaldson .- Homewood, Illinois : Richard D. Irwin, 1971.- xxiv, 957p.  
658.15 /H942

Business initiatives / Graham White ; Susan Drake .- Harlow : Longman, 1989.- v, 137p.  
658 /W582

Close to the customer : an American management association research report on consumer affairs / Don Lee Bohl ; Eric Rolfe Greenberg ; Yvette DeBow ; Diane Kraut ; John Guaspqru .- New York : American Management Association, 1987.- 96p.  
658.812 /C645

Creative planning throughout the organization / James F. Bandrowski .- New York : American Management Association, 1985.- 80p.  
658.4012 /B214

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Drug abuse : the workplace Issues .- New York : American Management Association, 1987.- 132p.

658.3822 /D794

Effective negotiation / Alan Fowler .- London : Institute of Personnel Management, 1986.- vii, 133p.

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Essentials of management / Joseph L. Massie .- Englewood Cliffs, NJ : Prentice-Hall, 1971.- ix, 257p.

658 /M417

Executive Seminars .- [s.l.] : Finance Investment Group, 1997.- 2vol.

658 /E96

Executive skills manual / George S. Odiorne .- Massachusetts : MBO, 1980.- vi, 118p.

658.409 /O24

Fundamentals of systems analysis / Jerry FitzGerald ; Ardra F. FitzGerald ; Warren D. Stallings .- New York : Wiley, 1981.- xvii, 590p.

658.4032 /F553

Getting the most out of your meetings and conferences .- New York : Alexander Hamilton Institute, 1981.- vi, 90p.

658.456 /G394

How American chief executives succeed : implications for developing high-potential employees / Charles Margerison ; Andrew Kakabadse .- New York : American Management Associations, 1984.- 45p.

658.4090973 /M328

How to increase executive effectiveness / Edward C. Bursk .- Newton, MASS : Bursk-Newstetter, 1980.- 149p.

658.4092 /H847

Industrial administration and management / J. Batty ; D. Comm .- London : English language book society, 1974.- xvi, 567p.

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It's their business, too a manager's guide to employee awareness / Daniel Dickinson .- New York : AMA Membership Publications Division, 1985.- 88p.

658.3124 /D553

Managerial values and expectations : the silent power in personal and organizational life / Warren H. Schmidt ; Barry Z. Posner .- New York : American Management Associations, 1982.- 60p.

658.40940973 /S349

Managerial values in perspective / Warren H. Schmidt ; Barry Z. Posner .- New York: American Management Associations, 1983.- 52p.

658.4094 /S349

Managing foreign exchange risks / Nick Douch .- Paris : International Chamber of Commerce, 1996.- 80p.

658.155 /D728

Middle management morale in the 80s / George E. Breen .- New York : American Management Associations, 1983.- 48p.

658.43 /B832

Organization development : a reconnaissance / Harold M. Rush .- New York : Conference Board, 1973.- v, 74p.

658.406 /R952

Performance appraisal : a guide to greater productivity / Richard Fischer Olson .- New York : Wiley, 1981.- xi, 191p.

658.3125 /O52

Pilot your way through people problems : participant's manual .- Maywood, NJ : Alexander Hamilton Institute, 1985.- 48p.

658.385 /P643

Practical interviewing : a handbook for managers / Glenn A. Bassett .- New York : American Management Association, 1965.- 160p.

658.311 /B319

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Practical performance appraisal : designing, installing and maintaining performance appraisal systems / Valerie Stewart ; Andrew Stewart .- Hants : Gower press, 1977.- x, 182p.

658.3125 /S852

Strategic planning for the successful business : how to profitably guide your business into the future / James W. Taylor .- New York : Alexander Hamilton Institute, 1979.- xi, 203p.

658.4012 /T243

Structured hiring : getting the right person for the right job .- New York : Alexander Hamilton Institute, 1987.- viii, 144p.

658.311 /S927

Successful team building : putting your workers to work cutting and improving efficiency .- Maywood, NJ : Alexander Hamilton Institute, 1988.- viii, 141p.

658.4022 /S942

The 1983 annual for facilitators, trainers and consultants / Leonard D. Goodstein ; J. William Pfeiffer ; Beverly Byrum Gaw .- San Diego, CA : University Associates, 1983.- viii, 294p.

658.3 /U58

The 1984 annual : developing human resources / J. William Pfeiffer ; Leonard D. Goodstein .- San Diego, CA : University Associates, 1984.- x, 291p.

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The 1987 annual : developing human resources / J. William Pfeiffer .- San Diego, CA: University Associates, 1987.- x, 291p.

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The 1988 annual : developing human resources / J. William Pfeiffer .- San Diego, CA: University Associates, 1988.- x, 293p.

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The 1990 annual : developing human resources : the nineteenth annual / J. William Pfeiffer .- San Diego, CA : University Associates, 1990.- x, 293p.

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The 1991 annual : developing human resources / J. William Pfeiffer .- San Diego, CA: University Associates, 1991.- x, 309p.

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The changing nature of the personnel management / Lesley Mackay ; Derek Torrington .- London : Institute of Personnel Management, 1986.- 186p.

658.3 /M153

The Computer in personnel work / Edgar Wille ; Valerie Hammond .- London : Institute of Personnel Management, 1981.- 239p.

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The manager's guide to developing subordinate managers / Henry D. Meyer ; Bruce L. Margolis ; William M. Fifield .- New York : American Management Association, 1980.- 60p.

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The personnel function : changing objectives and organization / Allen R. Janger .- New York : Conference Board, 1977.- ix, 133p.

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The personnel man and his job .- New York : American Management Association, 1962.- 448p.

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Training for company secretaryship .- London : Her Majesty's Stationery Office, 1973.- 30p.

658.31243 /J74

Training for marketing .- London : Her Majesty's Stationery Office, 1972.- 93p.

658.31245 /J74

Writers on organizations / D. S. Pugh ; D. J. Hickson ; C. R. Hinings .- London : Penguin, 1971.- 183p.

658.1 /P978

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## **Christianity**

The Holy Bible containing the old and new testaments : translated out of the original tongues and with the former translations diligently compared and revised .-

[Nashville, TN] : Gideons International, 1981.- 1291p.

R /220 /H761

## **Computers**

step by step : microsoft office excel 2003 .- Washington : Microsoft Press, 2004.-

lxvii, 325p.

005.54 /S827

## **Economics**

A practical approach to bank lending / L. S. Dyer .- London : Institute of Bankers, 1974.- viii, 188p.

332.17530941 /D996

A study in the theory of inflation / Bent Hansen .- London : George Allen and Unwin, 1951.- xiii, 262p.

332.4101 /H249

An approach to money and banking / James Dandy .- London : Staples Press, 1954.- 196p.

332.1 /D178

Bank credits and acceptances / Henry Harfield .- New York : Ronald Press Company, 1974.- xi, 363p.

332.7 /H278

Banker and customer relationship and the accounts of personal customers / L. C. Mather .- London : Waterlow, 1971.- 322p.

332.17 /M427

Documentary credits UCP 500 & 400 compared : an article-by-article detailed analysis of the new UCP 500 compared with the UCP 400 / Charles del Busto .- Paris: International Chamber of Commerce, 1993.- xiv, 134p.

332.17 /D599

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Economic geography for professional students / John Inch .- New York : Pitman, 1974.- xvii, 365p.  
330.9 /I37

Economics in personnel management / John Bridge .- London : Institute of Personnel Management, 1981.- vii, 264p.  
330.024658 /B851

Finance of international trade / D. P. Whiting .- Estover, Pl. : Macdonald and Evans, 1981.- ix, 278p.  
332.45 /W598

Foreign central banking : the instruments of monetary policy / Peter G. Fousek .- New York : Federal Reserve Bank, 1957.- 116p.  
332.11 /F781

Foreign exchange markets : a guide to foreign currency operations / Heinz Riehl ; Rita M. Rodriguez .- new York : McGraw-Hill, 1977.- xv, 284p.  
332.45 /R555

Global banking / Peter K. Oppenheim .- Washington, D.C. : American Bankers Association, 1999.- x, 298p.  
332.15 /O62

Guide to documentary credit operations .- Paris : International Chamber of Commerce, 1978.- 49p. : ill.  
332.17 /I61

IMF glossary : English - French - Arabic .- Washington, D. C. : IMF, 2008.- v, 624p.  
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Instruments of the money market / Timothy Q. Cook .- ]Richmond, VA[ : Federal Reserve Bank of Richmond, 1977.- 101p.  
332 /I59

Jordan's arid badia : deepening our understanding / AL-Hassan, the prince, Ibn Talal, King of Jordan ; Roderic W. Dutton ; Mohammad I. Shahbaz .- London : Smith-Gordon, 2008.- 449p. : ill. maps.  
338.9565 /J82

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Letters of credit .- Washington, D.C. : American Bankers Association, 1968.- 3vol.  
332.77 /L651

Modern economics : an introduction for business and professional students / J.  
Harvey .- London : Macmillan press, 1977.- 560p.  
330 /H341

Monetary theory and practice / J. L. Hanson .- London : Macdonald and Evans,  
1974.- xiv, 330p.  
332.40941 /H251

Practical aspects of commercial letters of credit / Ernest D. Shaw .- New York :  
Irving Trust, 1967.- vii, 77p.  
332.77 /S534

Practical aspects of commercial letters of credit / Ernest D. Shaw .- New York :  
Irving Trust, 1977.- vii, 75p.  
332.77 /S534

South Korea in the fast lane : economic development and capital formation / Young-  
Iob Chung .- Oxford : Oxford University Press, 2007.- xiv, 466p.  
338.95195 /C559

Strategy of international banking business .- Beirut : Union of Arab Banks, 1976.-  
216p.  
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Summary proceedings of the sixty-first annual meeting of the board of governors :  
October 22, 2007 .- Washington, D.C. : IMF, 2008.- ix, 263p.  
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The A B C of commercial letters of credit / John L. O'halloran .- New York :  
Manufacturers Hanover, 1979.- 97p.  
332.77 /O36

The bankers / Martin Mayer .- New York : Ballantine Books, 1974.- xxi, 612p.  
332.1 /M468

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The bill on London, or, the finance of trade by bills of exchange .- London : Chapman and Hall, 1952.- 95p.  
332.770941 /B599

The country banker : his clients, cares, and work from an experience of forty years / George Rae ; Ernest Sykes .- London : John Murray, 1930.- xxi, 324p.  
332.1 /R134

The economics of money and banking / Lester V. Chandler ; Stephen M. Goldfeld .- New York : Harper and Row, 1953.- 629p.  
332.1 /C455

The Euro-Dollar system : practice and theory of international interest rates / Paul Einzig .- New York : Macmillan, 1965.- xiii, 182p.  
332.45 /E35

UCP 1974/1983 revisions compared and explained : documentary credits .- Paris : ICC , [198-?].- 85p.  
332.17 /U16

Your retirement benefits / Peter E. Guadio ; Virginia S. Nicols .- New York : Willey, 1992.- xvii, 254p.  
331.252 /G267

## **Education**

Objective testing in education and training / W. Bonney Rust .- London : Pitman, 1973.- xii, 148p.  
371.264 /R971

## **English language**

A case for business English : student's book / Michel Pote ; Derek Wright ; Armel Esnol ; Gerald Less ; Roger Soulieux .- New York : Pergamon Institute of English, 1985.- 135p.  
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Bank on your English : an elementary course in communication for bank employees / John McGavern ; Jean McGovern .- Oxford : Pergamon Press, 1984.- viii, 131p. : ill.  
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Business contacts : materials for developing listening and speaking skills for the student of business English / Nick Brieger ; Jeremy Comfort ; Steve Hughes ; Chris West .- [s. l.] : Arnold, 1981.- 128p. : ill.

428.24 /B979

Correct writing : form D / Edwin M. Everett ; Marie Dumas ; Charles Wall .- Boston: D. C. Heath, 1961.- xvi, 383p.

428.2 /E93

English for business / W. Ferrier Mavor .- London : Pitman, 1971.- vii, 192p.

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English for professionals : management and managers : intermediate level / Eleanor Lander .- Washington, D. C. : International Communication Agency, 1979.- ii, 110p.

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English for science and technology : general science : teacher's notes / Martin Bates ; Tony Dudley-Evans .- London : Longman, 1976.- vi, 58p.

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How to achieve competence in English : a quick-reference handbook / Eric W. Johnson ; Howard S. L. Coale .- New York : Bantam, 1976.- 184p. : ill.

423.1 /J66

Industrial English : an example of theory and practice in functional language teaching / T C Jupp ; Susan Hodlin .- London : Heinemann educational books, 1975.- vi, 330p.

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Penguin students' grammar of English exercises / Susan Firman ; Rene Bosewitz .- London : Penguin Books, 1988.- 169p.

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Portfolio : case studies for business English / Brian Howe .- Harlow : Longman, 1987.- x, 86p. : ill.

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Practicing for first certificate / J. C. Templer .- London : Heinemann Educational Books, 1983.- 92p.

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Professional English : communication skills for professionals working in business, industry and international organizations / Mark Ellis ; Nina O'driscoll ; Adrian Pilbeam .- London : Longman , 1984.- v, 119p.

428 /E37

The language of banking : development of English in the twentieth century / Khoulood Walid Essawi ; Albert Butros .- Amman : University of Jordan, 1995.- xiii, 108p.

R /428.24 /E78

The teaching of English as an international language : a practical guide / Gerry Abbott ; John Greenwood ; Douglas Mckeating ; Peter Wingard .- London : Collins, 1981.- 287p.

428.24 /T253

We mean business : an elementary course in business English student's book / Susan Norman ; Eleanor Melville .- Essex : Longman, 1982.- 140p. : ill.

428.24 /N843

## **Fiction**

Les miserables / Victor Hugo ; Norman Denny .- London : Penguin, 1998.- 226p.

F/H895/M

## **Law**

1983 US master tax guide .- Chicago, Ill : Commerce Clearing House, 1982.- 564p.

343.04 /U58

An analysis of stand-by letters of credit : ISP-1998 / Jack Saboongy .- Beirut : Union of Arab Banks, 1998.- 102p. in English, 88p. in Arabic

346.096 /S117

Employment at will and employer liability / Daniel Murnane Mackey .- New York : American Management Association, 1986.- 180p.

344.73012596 /M157

IMDG code : international maritime dangerous goods code : incorporating amendment 34-08 .- London : IMO, 2008.- 2vol.

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Incoterms : international rules for the interpretation of trade terms .- Paris : International Chamber of Commerce, 1980.- 136p.  
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Incoterms : international rules for the interpretation of trade terms .- Paris : International Chamber of Commerce, 1976.- 107p.  
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Labor law of the Hashemite Kingdom of Jordan / George N. Kawar .- Amman : [s.n.], 1977.- 92p.  
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More queries and responses on UCP 500 1997 : opinions of the ICC banking commission 1997 / Gary Collyer .- Paris : International Chamber of Commerce, 1998.- 92p.  
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The bills of exchange act, 1882 / M. D. Chalmers ; Maurice Megrah .- London : Waterlow, 1958.- xiii, 108p.  
346.41096 /C438

The export trade : A manual of law and practice / Clive M. Schmitthoff .- London : Stevens , 1955.- xxx, 430p.  
343.41087 /S355

The law relating to banking / T. G. Reeday .- London : Butterworths, 1972.- xxxiv, 453p.  
346.082 /R323

Treaties and alliances of the world / Peter Calvert ; Tim Curtis ; F. J. Harper ; Chris Hedley ; Lawrence Joffe .- London : John Harper, 2002.- viii, 534p.  
341.026 /T784

## **Literature**

An executive's guide to effective writing .- New York : Modern Business Report, 1980.- vi, 109p.  
808.066 /A376

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The golden book on writing / David Lambuth ; Budd Schulberg .- Middlesex : Penguin Books, 1976.- xiv, 81p.  
808.042 /L227

## **Management**

Bank letters and reports / W.George Crouch .- New York : American Institute of Banking, 1961.- xiv, 491p.  
651.75 /C952

Business matters : practice materials business communication in English / J. S. Mckellen ; M. D. Spooner .- Oxford : Pergamon Press, 1982.- ix, 101p.  
651.75 /M478

Business writing and procedures / Philip S. Atkinson ; Helen Reynolds .- [New York]: Litton Educational Publishing, 1970.- xii, 252p.  
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English business letters / Suhad Qurshe ; Fawaz El-Zubee .- [Amman] : [s.n.], [199-?].- 80p.  
651.75 /Q9

Exercises for elementary typewriting examinations / Mary T. Robinson .- London : Cassell, 1968.- p. 62-124  
652.30076 /R632

Office practice / Sheila T. Stanwell ; Rosel Woods .- London : Edward Arnold, 1973.- viii, 376p. : ill.  
651 /S792

Practical studies in business English and letter writing / Samir Haddad .- Amman : Jordan Book Center, 1994.- xvi, 800p.  
651.74 /H126

Typewell : typewriting course / Sheila T. Stanwell ; Josephine Shaw ; Moira K. Swift.- [London] : Edward Arnold, 1975.- 5vol.  
652.3007 /S792

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## **Palestine history**

Jerusalem from 1947 to 1967 : a political survey / Tawfik Al-Khalil .- Beirut : American University of Beirut, 1969.- 132p.  
956.411 /K45

The apartheid wall in Palestine : a searing journey into Israel's genocidal intentions and practices against the Palestinian people .- Amman : Alfurat for Publishing and Distribution, 2009.- 218p. : co. ill.  
956.409 /A639

## **Pharmacology**

Clinical nutrition : selected case studies / Hamed R. Takruri ; Reema F. Tayyem .- Amman : Dar AL-Manahej for Publishing & Distributing, 2009.- 190p.  
615.854 /T136

## **Political science**

Palestinian refugees : challenges of repatriation and development / Rex Brynen ; Roula El-Rifai .- Ottawa : International Development Research Centre, 2007.- xx, 242p.  
325.2109564 /P157

## **Psychology**

A guide to the development and use of the Myers-Briggs type indicator / Isabel Briggs Myers ; Mary H. McCaulley .- Palo Alto, CA : Consulting Psychologists Press, 1985.- x, 309p.  
155.283 /M996

## **Public administration**

Development administration in the Middle East : a syllabus / Delwin A. Roy ; Muhammad Diab ; Fredrick T. Bent ; Hamdi F. Aly ; Elie Salem .- Beirut : American University of Beirut, 1975.- vii, 340p.  
351.956 /R888

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## **Social problems and services**

The state of the world's children 2009 : maternal and newborn health .- New York : UNICEF, 2008.- v, 158p. : portraits  
362.7 /U58

## **Sociology**

Women of ancient Egypt / Anne Wallace Sharp .- Detroit : Gale, 2005.- 112p.  
305.40932 /S531

## **Trade, communications and transportation**

Finance of foreign trade / D. P. Whiting .- Estover, PL : Macdonald and Evans, 1981.- ix, 171p.  
382 /W598

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Key words in international trade .- Paris : International Chamber of Commerce, 1981.- 152p.  
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