



Publication date **Thursday, September 01, 2011**

Price **£9.99**

ISBN-13 **9781843176510**

Binding **Hardback**

Format **198mm x 129mm**

Extent **192 pages**

Word Count

Territorial Rights **World**

Pushing the Envelope Making Sense Out of Business Jargon

Caroline Taggart

Description

The bottom line is this: the workplace is a minefield of business jargon that people bandy about on a daily basis. From indecipherable abbreviations and business terminology, to buzz words, motivational phrases and more, it can all start to sound like everyone around you is speaking another language. But it's time to shoot the puppy (do the unthinkable), push the envelope (expand the boundaries), knife and fork the problem (handle bit by bit), and get to grips with the language of business! *Pushing the Envelope*, takes a wry and witty look at office jargon, uncovering the origins and meanings of many useful - and some not so useful - phrases that can be heard in the workplace and in everyday life. Amusing and informative, this book guarantees that you'll be fluent in business in no time.

Sales Points

- A humorous and helpful guide to deciphering everyday office jargon, from bestselling author Caroline Taggart
- From obscure abbreviations (KPIs - Key Performance Indicators) to boardroom phrases ('reaching the glass ceiling'), readers will learn where each word or phrase comes from, what it actually means and how to use it
- Reveals intriguing connections between business and the worlds of sport, politics, history and more
- Caroline Taggart is the bestselling author of the *Sunday Times* bestseller *My Grammar and I* (over 225,000 copies sold) and *I Used to Know That* (over 227,000 copies sold)

Reviews

- 'Caroline Taggart has carved out a niche for herself in user-friendly, wittily written factual books which capture the imagination and quickly find their way to the top of the bestseller lists.' - *Yorkshire Post*
- 'witty and informative' - *Business Executive Magazine*

Author Biography

Caroline Taggart has worked in publishing for nearly 30 years, the last 18 of them as a freelance editor of non-fiction. She has edited innumerable natural history titles, notably Jonathan Scott's *Big Cat Diary* books and the tie-in to the BBC series *Walking with Dinosaurs*, as well as books on gardening, cookery, health, witchcraft, pop music, the Blitz, the D-Day landings, the House of Commons and the English language. She has also written a handbook for mature students and an encyclopaedia of dogs. The first book Caroline wrote was *I Used To Know That*, a *Sunday Times* bestseller published in 2008. This was followed by *My Grammar and I* (also a *Sunday Times* bestseller), *Answers to Rhetorical Questions*, *A Classical Education*, *An Apple A Day* and *Pushing the Envelope*. Her books have appeared in the *Sunday Times*, *Daily Express*, *Daily Telegraph*, *the Times*, *the Sun* and many other publications, and her frequent television and radio appearances include BBC1 Breakfast, BBC Radio 4 and BBC Radio 5 Live.

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Sales Office: Michael O'Mara Books, 9 Lion Yard, Tremadoc Road, London, SW4 7NQ
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