

I'm not robot!



Globally, the ATM space is dominated by third party and 'White Label' ATMs - those not owned by any particular bank but set up by independent companies and sponsored by banks to share costs. Although the RBI currently does not permit non-banks to set up ATMs in India, the central bank is actively considering it and might allow it soon. It has asked banks and ATM managing companies to provide data about how such networks should work.

With no service charge and restriction on number of transactions there is going to be surge in ATM activity from April, but also leading to delay in processing ATM requests.

(376 words)  
(8\*2 marks)

2. (a) Attempt the following as directed against each :

- (i) I can't do that until Monday. (Change into affirmative sentence.)  
 (ii) Signing both copies of the lease is a necessary requirement. (Omit unnecessary word(s).)  
 (iii) Seema made an announcement that she will give consideration to our request. (Avoid unnecessary verb.)  
 (iv) Lock our company is not sure of the results. (Use comma.)  
 (v) I attended the meeting on August 16, 17, 18 and on August 19 I returned home. (Use semicolon and comma.)  
 (vi) I know that you are an authority \_\_\_\_\_ Business Communication. (Fill in the blank space with correct preposition.)  
 (vii) The LLP Bill was signed by the President of India. (Change into active voice.)  
 (viii) Exporting goods to another country at price below cost denotes \_\_\_\_\_. (Fill in the blank space using appropriate word - pumping/dumping - to convey the correct meaning.)  
 (ix) The landlord called his servant in the room. (Change the gender of the noun.)  
 (x) What does 'i.e.' stand for ? (Choose the correct answer - so that/ for example/that is.)

(1 mark each)

(b) Choose the most appropriate answer from the given options in respect of the following :

- (i) Window dressing refers to -  
 (a) Painting the window  
 (b) Putting curtains on the window  
 (c) Artificial inflation of assets which will wear off after the year end  
 (d) None of the above.

**Course Description**

This course is offered as a core subject in the second semester, it examines the legal and regulatory environment in which corporations and managers function. Day-to-day decision-making is considered within the context of pertinent laws, regulations, and court decisions. The focus is on analysis of the legal system, and specific topics within the system such as contracts, governmental regulations, agency relationships, torts, corporate and other types of business entities, and related issues. Emphasis is placed on active, experiential application of legal reasoning and analysis and on the global and comparative dimensions of legal and ethical issues.

**Course Learning Outcomes**

At the end of the course the student should be able to

**Knowledge**

1. Appreciate the relevance of business law in an economic, political and social context.
2. Explain the legal and fiscal structure of different forms in business organizations' and their responsibilities as an employer.
3. Describe the context of the law pertaining to the employment relationship and the nature of the factors affecting the development and possible future direction of the law.

**Skills**

1. Acquire problem solving techniques and to be able to present coherent, concise legal argument in a business environment.
2. Identify legal issues and provide potential solutions to legal problems within the business environment.
3. Analyse the law from a perspective of identifying defects and proposing reforms.
4. Examine how businesses can be held liable in tort for the actions of their employees.

**Attitude**

1. Gain competency in the long run diverting themselves into independent professional decision makers in the legal and regulatory environment in which they function as managers.

**Level of Knowledge - Working Knowledge**

# BUSINESS COMMUNICATION



## CORPORATE AND INDIVIDUAL TRAINING | SOFT SKILLS



**Business Communication: Syllabus Business Communication: Syllabus Course Description for Business Communication:** This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable outside the firm environment, as well as an effective internal communications program. The various types of business communication media are covered. This course also develops an awareness of the importance of succinct written expression to modern business communication. Many of the assignments are to be keyboarded. Topics and Lessons for Business Communication: Lesson 1: Facing Today's Communication Challenges Lesson 2: Writing for Business Audiences Lesson 3: Improving Writing Techniques Lesson 4: Revising and Proofreading Business Messages Lesson 5: E-Mail and Memorandums Lesson 6: Routine Letters and Goodwill Messages Lesson 7: Persuasive Messages Lesson 8: Negative Messages Lesson 9: Informal Reports Lesson 10: Proposals and Informal Reports Objectives for Business Communication: By the end of this course, students should be able to: Understand and demonstrate the use of basic and advanced proper writing techniques that today's technology demands, including anticipating audience reaction, Write effective and concise letters and memos, Prepare informal and formal reports, Proofread and edit copies of business correspondence. Use career skills that are needed to succeed, such as using ethical tools, working collaboratively, observing business etiquette, and resolving workplace conflicts, Plan successfully for and participate in meetings and conduct proper techniques in telephone usage, Use e-mail effectively and efficiently, Develop interpersonal skills that contribute to effective and satisfying personal, social and professional relationships, and Utilize electronic presentation software. Progress at your own speed/Optional upgrade available/This course, part of the Business Fundamentals Professional Certificate program, will sharpen your writing, presentation, and interpersonal communication skills to help you succeed in the business world. You will learn a range of successful practices and guidelines that have been derived from both research and experience. You will learn strategies for honing your communication style, improving clarity, conciseness and impact. By the end of the course, you will be able to think strategically about all forms of communication, and communicate with diverse audiences. Build sound and logical arguments using the best evidence available Communicate effectively in a business setting Understand how to communicate with diverse audiences Create a variety of effective and clearly written supporting business documents to better communicate Unfortunately, learners residing in one or more of the following countries or regions will not be able to register for this course: Iran, Cuba and the Crimea region of Ukraine. While edX has sought licenses from the U.S. Office of Foreign Assets Control (OFAC) to offer our courses to learners in these countries and regions, the licenses we have received are not broad enough to allow us to offer this course in all locations. edX truly regrets that U.S. sanctions prevent us from offering all of our courses to everyone, no matter where they live. Course code: {{ courseInfo.Kurskod }} Level: Subject group: {{ courseInfo.AmnesGrupp.Benaming }} ({{ courseInfo.AmnesGrupp.Kod }}) Area code: Educational area: Educational area: ({{ area.Namn }}) ({{ area.Procent }})% ({{ \$last ? "": " " }}) Main fields of study: Main field of study: ({{ Omrade }}) ({{ \$last ? "": " " }}) Proportion of placement: Swedish title: Decision: Approved by the Doctoral Education Committee. ({{ courseInfo.Beslut }}) Reference number: ({{ niva.Kod }}) ({{ niva.Benamne }}) Approved by the Doctoral Education Committee. ({{ FormatDate(kursBeslut.Beslutsdatum) | date:'yyyy-MM-dd' }}) Revision valid from ({{ FormatDate(kursBeslut.GiltigFrom) | date:'yyyy-MM-dd' }}). The literature list is subject to change up to 8 weeks before course start Course literature is to some extent available for loan or download at the library. Talking books for students with reading impairment are searchable and downloadable in Legimus. ({{ book.Forfattare }}) ({{ book.Ar }}), ({{ book.Titel }}), ({{ book.Upplaga }}) edition. ({{ book.Forlag }}) ({{ book.Sidor }}) p). Reading instructions ({{ book.Lasanvisning }}). Other: ({{ book.Ovrigt }}) ({{ book.URL }}) Remark: ({{ alt.Anmärkning }}) Alternative: ({{ alt.Forfattare }}) ({{ alt.Ar }}), ({{ alt.Titel }}), ({{ alt.Upplaga }}) edition. ({{ alt.Forlag }}) ({{ alt.Sidor }}) p). Reading instructions ({{ alt.Lasanvisning }}). Other: ({{ alt.Ovrigt }}) > ({{ alt.URL }}) Remark: ({{ alt.Anmärkning }}) Eastern Michigan University: Summer, 2015 Management 202: Business Communication Wednesday Evening 6:30-9:10 p.m. (CRN 50009 Hybrid Section) Class Meets in room 230, College of Business (COB) Dr. Barley lbarley@emich.edu THE EMU COLLEGE OF BUSINESS MISSION STATEMENT: To support the economic development of southeastern Michigan by preparing graduates to perform effectively in the global business community. We develop outstanding business professionals through a rigorous, applied educational experience. MGMT 202 COURSE DESCRIPTION: MGMT 202 is designed to study principles, elements, and practices underlying effective business communication. The course focuses on approaches for planning, creating, and transmitting business information within a variety of business situations found in the global marketplace. Hybrid Section (CRN 50009): This section of MGMT 202 is a hybrid section of the course which means that students are expected to post threaded discussions and other class participation assignments via canvas on the days we are not attending the "in-class" portion of the course. Please allow 1-3 hours per week for online assignment work. Please see the "modules" in canvas for related threaded discussions and assignments. Our in-class session meets on Wednesday evenings from 6:30 p.m.-9:10 p.m. in the College of Business (COB), room 230. Please make arrangements for your personal computer needs and emich.edu account set-up. MGMT 202 COURSE OBJECTIVES: Business Communication is designed to study principles, elements, and practices underlying effective business communication. The course focuses on approaches for planning, creating, and transmitting business information within a variety of business situations found in the global marketplace. To increase your understanding of the communication process, theories, and concepts as applied to business communication through textbook readings and course assignments. To develop your written business communication skills through successful completion of professional e-mail messages, memos, business letters and reports. To improve your interpersonal and group communication skills through active participation in classroom group activities and assignments. To develop your understanding of the professional uses of technology in business communication today. To develop your analytical skills in international and cross cultural business communication and awareness of challenges required for successful communication in global organizations. To help you develop an ethical approach for our roles as business communicators through case discussions of business dilemmas and problems, MGMT 202 is a BBA core class. The official competencies that the course will cover are: Understanding of oral and written communication. Demonstration of effective interpersonal communication skills that reflect understanding, appreciation, and respect for diverse perspectives and cultures. Proficient use of software for operating systems, word processing, email, spreadsheets, presentation packages, database management, and Internet access. Development and maintenance of mutually rewarding business relationships. Relevant data search and acquisition of appropriate source materials. Understanding of the importance of networking among colleagues. Project management, e.g., planning, organizing, and scheduling tasks. \*If at any time you wish more time to be spent on any of the above objectives or course competencies during the actual course, please come see me after class, in my office time, or feedback via e-mail regarding your specific request. COB ETHOS STATEMENT: Please read the COB Ethos Statement on the MGMT 202 canvas page under modules tab. Contact Information Dr. Lisa Barley-lbarley@emich.edu - B.A. & M.A. in Communication, Kent State University D. in Communication, Wayne State University Teaching as Full-time Lecturer since January 1999, Management Department, EMU Office in 516 COB Phone (734) 487-0313 (Voice mail option) Office Hours: 516 College of Business (COB) Monday and Wednesday 5:00-6:00 (Office hours online Monday and online via canvas or emich.edu or in-person in COB 516 on Wednesdays) If the above office times are not convenient, you can email me at: lbarley@emich.edu. If you need to you leave me a message at any other time other than during my office hours, you can call my voice mail (734.487.0313 office phone) or the Management Department (466 COB) at: 487-3240. There will be advanced knowledge of cancellation of class or office hours. Please read the EMU/MANAGEMENT RESOURCES AND LINKS in the MGMT 202 canvas course page under Home for other helpful resources to assist you in your career and in the course. REQUIRED TEXTBOOKS FOR MGMT 202: Bovee, C.L. & Thill, J.V. (2014). Business communication essentials (6th). Boston: Pearson. ISBN: 13- 978-0-13-297132-4. Ned's: (734) 483-6400. New: \$144.49; New Rental: \$124.97; Used: \$93.46; Used Rental: \$52.79 Manhard, S. J. (1990). The goof-proofer: How to avoid the 41 most embarrassing errors in your speaking and writing. New York, NY: Simon & Schuster. ISBN: 0-684-83826-5. New: \$9.00; New Rental: \$5.22; Used: \$6.75; \$4.32; Used Rental: \$5.22 MGMT 202 EMU Canvas COURSE PAGE: I will be using canvas extensively during the term. Here's how to get your password to access the course page for MGMT 202. If you are having trouble seeing or entering the MGMT 202 course shell, then they should call the Canvas 24/7 tech support hotline or the EMU-Online student services hotline. (844) 326-6322 If you are having trouble logging in at the login page (where they enter your NetID/MyEmich username and password) then you should contact the EMU IT help desk (this is an EMU server) 734.487.0307. If you experience problems, please contact technical support: phone: 734.487.0307 if you experience problems. MATERIALS: - If you own a laptop, please bring it to class so that you can refer to the MGMT 202: Business Communication course page via canvas. - If you do not own a laptop, then you will need to consult the "modules" tab in the MGMT 202 canvas course page. I will also be assigning handouts and PowerPoint lectures for you to read in different modules on the MGMT 202 course page in canvas. - You will need to purchase materials for construction of a trade show display. Some of the items you may need to purchase are poster board, glue, material, etc. The materials cost should not exceed 25 dollars per person. Please make the necessary monetary arrangements to account for this possible expense. All trade show topics and materials used in trade show must be approved by Dr. Barley (see Trade Show Analysis Assignment Sheet details). CODE OF CONDUCT: Students will be given impartial, fair, and dignified treatment. Students are encouraged to ask questions and express ideas. All students enrolled at Eastern Michigan University are expected to conduct themselves as responsible individuals and comply with the University code of conduct. If I ask you to leave the classroom for disciplinary reasons, you will receive an "E" for that day (-2 points off the overall grade and work for that class session cannot be made up). r Classroom Management: Please read the "Student Conduct Code" policy on the MGMT 202 Course page via canvas in the modules - EMU and Course Policies tab. ATTENDANCE/PARTICIPATION POLICY: I expect you to attend all classes to participate in class activities and on speaking days to offer critique of speakers in a respectful manner. If you miss a class on a presentation day and you have a legitimate excuse (e.g., illness, death in the family), you must e-mail, call, or communicate in person to the instructor within 48 hours of the missed class. If you miss a speech date and do not have a legitimate excuse, consequences range from receiving a letter grade lower on the presentation to an "E" for that presentation/outline. If you miss a speech date due to an excused reason, you must communicate either by phone (487.0313) or by e-mail within 24 hours of the missed assignment. If you miss a presentation, for an excused or unexcused reason, you must initiate rescheduling the speech and will still be required to give the presentation. Failure to make up any presentation in the course will result in an "E" for the course. Failure to attend the final examination date/time (see corresponding semester final examination schedule) where we will hear trade show presentations will result in the lowering of your final grade by one letter grade. LATE WORK: I expect students to turn in all assignments on time. Late work without a legitimate excuse will be penalized minus 5 points for every class session beyond the due date. TARDINESS: I expect students to be to class on time. If you are late, please be respectful of the presenter. OTHER IMPORTANT POLICIES: r Disability Resource Center: Please read the Disability Resource Center's policies on the MGMT 202 Course page on canvas in the modules - EMU and Course Policies tab. r Religious Holidays: Please read the "Religious Holidays" policy on the MGMT 202 Course page via canvas in the modules - EMU and Course Policies tab. r Student and Exchange Visitor Statement (SEVIS): Please read "Student and Exchange Visitor Statement (SEVIS)" policy on the MGMT 202 Course page via canvas in the modules - EMU and Course Policies tab. r Family Educational Rights and Privacy Act (FERPA)- The family educational rights and privacy act is a federal legislation enacted in 1974 that controls students' records. It grants students the right to access their own educational records as well as limiting, for privacy reasons, the release of those same records to anyone other than the student and/or the student's designee. Please see the MGMT 202 Course page via canvas in the modules - EMU and Course Policies tab. Where can I find tutoring assistance? EMU Writing Support EMU WRITING SUPPORT: The University Writing Center (115 Halle Library; 487-0694) offers one-to-one writing consulting for both undergraduate and graduate students. Students can make appointments or drop in between the hours of 10 a.m. and 6 p.m. Mondays through Thursdays and from 11 a.m. to 4 p.m. on Fridays. The Academic Projects Center (116 Halle Library) also offers one-to-one writing consulting for students, in addition to consulting on research and technology-related issues. The APC is open 11 a.m. to 5 p.m. Mondays through Thursdays for drop-in consultations. Additional information about the APC can be found at . Students seeking writing support at any location of the University Writing Center should bring with them a draft of what they are working on and their assignment sheet. International Student Resource Center located in the Alexander Building, room 217. Call (734) 487-0370, or Email eis@emich.edu for more information. The Holman Learning Center located in the basement of the Halle Library. Visit their website: . Both services are free to all EMU students. GRADING: You determine your grade by your performance on oral (155 pts.) and written assignments (395 pts.); 550 points total. All assignments will be graded no later than two classes after the due date. All extra credit must be received the class session after you attend the event. ORAL ASSIGNMENTS: You will be required to give two presentations that you and your classmate(s) have personally researched, written, and prepared for this class. Your instructor will evaluate them, and your classmates will assist in analyzing them. See the MGMT 202 EMU Online page, course home tab for a full description of oral assignments: Oral Assignments Your Points 1) Team Presentation (10 minutes per group of 5 people) 2) Group Q&A Session for Team Presentation 3) Professional Development - 2 min. Elevator Pitch (video taped) 25pts. 5 pts. 4)Trade Show Presentation with Partner (10 minutes per team; no notes can be used for this presentation) 100pts. Total Points on Oral Assignments 155 pts. WRITTEN ASSIGNMENTS: You will be graded based on the following written assignments. Please see the description of each assignment in the assignment sheets tab on the MGMT 202 EMU Online course page. See the MGMT 202 EMU Online page, course home tab for a full description of written assignments. Written Assignments: Writing Assignments Related to Employment Communication 1) Cover Letter (1 page- MSWord document) 2) Professional Résumé (1 page MSWord document) Your Points 25 pts. 25 pts. Writing Assignments Related to Team Presentation: 1) PowerPoint Presentation Slides for Team Presentation (10 slide maximum) 2) Follow-up 1-2 page Memorandum of Team Presentation (8 paragraph maximum- single spaced, MS Word document- group assignment; cite sources using APA 6th edition) Professional Development-Elevator Pitch Script: 1) 2 minute Professional Development Elevator Pitch Script (1 page single spaced, MS Word doc.- 1 APA source citation required) 10 pts. 25 pts. 25 pts. Written Assignments Related To Trade Show: 1) Trade Show Analysis (1 per group) 2) Visual Display for Trade Show (same grade for both group members) 10 pts. 45 pts. Online Threaded Discussions Via Canvas - 5 Threaded Discussion worth 10 points each. See specific instructions in modules 1-3. Please see p. 9 of this syllabus for the rubric on threaded discussions. 50 pts. Other Written Assignments: 1) Progress Report (3 pages-8 paragraph maximum with 6th edition APA in-text citations and references - MS Word document) 2) 32-day commitment (completed form with statistic and insight recorded) Tests: 1)Test #1: 25 multiple choice questions (worth 2 points each) 2)Test #2: 50 multiple choice questions (worth 1 point each) 50 pts. 30 pts. 50 pts. 50 pts. Written Points Possible Oral Communication Points Possible Total Oral and Written Points Possible 5 points extra credit points are possible to achieve during between the first day of class and the last day of class. You may also attend another extra credit opportunity that Dr. Barley approves. No extra credit is granted after the last class session. 395 pts. 155 pts. 550 pts. GRADING SCALE: A 517-550 A- 495-516 B+ 478-494 B 462-477 B- 440-461 C+ 423-439 C 407-422 C- 385-406 D+ 368-384 D 330-367 F 0-329 TENTATIVE SCHEDULE OF EVENTS FOR MANAGEMENT 202 Please Note: The schedule in this course is subject to change. Students are responsible for all changes in the syllabus which have been announced in class or on-line. Module 1- Introduction: Monday May 4-Sunday May 10 In-Class Session Wed. May 6th: Introduction to the Course MGMT 202 Data Sheet: Fill out Intended Outcomes and Experiences and turn in. Please bring a blank copy with you on Wed. 5/6. DAPPS Rule/Affirmation Exercise- Read Mod. 1 PowerPoints and read Mod 1 handouts files. Discuss Responsibility Model- Read Mod 1 Handouts Please read the Got mine vs. Grow Ours Article - Read Mod. 1 Article Discuss Chapter 1 concepts - Read Mod. 1 PowerPoints Discussion: Complete practice questions for chapters, 1, 13, and 14 in Mod. 1 by Sunday midnight May, 10th and post one discussion post on what you learned from the questions (10 points) Discussion: Post one 117 character comment from the biggest insight after watching the Peter Sage interview in Module 1 and write one 25 character response to another student's post (10 points). Module 2- Cover Letter and Resume: Monday May 11-Sunday May 17th In-Class Session May 13th: Discuss chapters 13 and 14 Resumes and Cover Letter Evaluation Sheet (see assignments sheet tab for copy of resume cover letter evaluation form and see also module 2 in canvas. Discuss Listening activity 6.2 in 1st day packet. Discuss 32-day commitment. Work with partner in class on cover letter and resumes to refine documents - Discussion: Peer Critique of another Classmate's Cover Letter and Resume- Due on May 15th class (10 points) Assignment: Cover Letter and Resume final copy Due by Midnight Sunday, May 17th on canvas (see cover letter and resume evaluation sheet in module 2) Study 2 hours for Test #1: Chapters 1, 7, 8, 13, 14 (25 questions worth 2 points each= 50 points total- Bovee's) and Thill Text and module 1 contents). Module 3- Team Presentation, Team Follow-up Memo, Low/High Context Cultural Examples: Monday May 18th- Sunday May 24th In-Class Wed. May 20th: Test 1: Chapters 1, 7, 8, 13, & 14 (in class test- 25 multiple choice questions) Break out into teams to Analyze Team Presentation Assignment Discuss chapters, 1, 2, and 12 and PowerPoint Read "Small Group Communication file in MGMT 202 course page, assignment sheets tab. Discuss chapter 2 Concepts and Best Practices for Team Presentations Discuss practice questions for Test #2: Chs. 1 and 2 Collaborative Writing and Email Best Practices (Chapter 2, pp. 33-34) Discussion: Read low context and high context culture examples and small group communication files in MGMT 202 course page assignment sheets tab - threaded discussion due by midnight Sunday, May 24th. (10 points) Module 4-Short Report Writing: Monday May 25th- Sunday May 31st In-class Session Wed. May 27th: Team Presentations on Green Company- PowerPoint slides due. Collaborative Writing and Email Best Practices (Chapter 2, pp. 33-34) Discuss Team Follow-up Memo and Progress Report Study 2 hours for Test#2: chapters 1, 2, and 12 (50 multiple choice questions worth 1 point each- see Module 1-3 contents and Thill and Bovee' Text) Module 5- Elevator Pitch: Monday June 1-Sunday June 7th In-Class Wed. June 3rd Test #2: chapters 1, 2, and 12 (50 multiple choice questions worth 1 point each) Discuss 2 minute elevator pitch Midnight, Sunday, June 7th - Submit elevator pitch script to canvas Module 6- Managing Interpersonal Communication Conflict: Monday June 8th- Sunday June 14 In-class Wed. June 10th: 2 min. Elevator Pitches Interpersonal Communication and Conflict Resolution Complete Primary Method in Handling Conflict and discuss in-class how knowing this conflict resolution strategy will help you manage conflict that may arise. Assignment: Submit 8 paragraph progress report with 6 in-text APA citations by Midnight, Sunday June 14th. Module 7-Trade Show: Monday June 15th-Sunday June 21th In-class Wed. June 17th: Grammar quiz, Discuss Trade Shows, and do trade show analysis question # 9 and #10 in class. Sunday June 21th: 1 Trade Show Analysis (-1 per team submitted via canvas and 32-day commitment due). Module 8-Trade Show Presentations: Monday June 22nd-Wednesday June 24th In Class Wed. June 24th: Trade Shows and Team Critiques of Trade Shows GRADING RUBRIC FOR THREADED DISCUSSIONS 9-10 points Demonstrates excellence in grasping key concepts; Critiques work of others; Stimulates discussion; Provides sample citations for support of opinions; Readily offers new interpretations of discussion material. Expresses ideas clearly, concisely; Uses appropriate vocabulary. 7-8 points Shows evidence of understanding most major concepts; Offers an occasional divergent viewpoint or challenge; Shows limited skill in supporting opinions. Demonstrates some disorganization with expression; Transition wording may be faulty. 5-6 points Demonstrates mostly shallow grasp of the material (merely repeats text materials); Rarely takes a stand on issues; Offers inadequate levels of support; Uses poor language and/or garbles much of the message; Only occasionally expresses a new idea, not expressed clearly; Expression seems disjointed; Overuses the simple sentence and shows redundancy with words and commentary; Paragraphs often appear unrelated to each other (if there are paragraphs.) Contributions indicate student requires constant prompting for contributions. 1-4 points Minimal or no posting of material. Shows no significant understanding of material. Language lacks coherence. Does not respond readily to prompting. Modified from John F. Bauer, "Assessing Student Work from Chat Rooms and Bulletin Boards," New Directions for Teaching and Learning 91 (Fall 2002): 35

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