

BARRON'S
BUSINESS
GUIDES

Dictionary of Accounting Terms

Fifth Edition

More than 2,500 accounting, auditing, compliance, cost management, and tax-related terms defined

A quick-reference guide for students, business owners, and department managers. Topics covered include financial accounting and reporting, managerial and cost management, auditing and financial statement analysis, compliance, and information technology (IT). Also included are terms from related business disciplines that accountants must know, such as finance, personal finance, investments, Internet, economics, quantitative tools, and international finance.

Jae K. Shim, Ph.D., and Joel G. Siegel, Ph.D., CPA

Barron's Business Dictionaries

Each of these pocket-size quick reference books defines thousands of specialized business terms, and includes helpful diagrams, charts, and line illustrations. *Barron's Business Dictionaries* are ideal quick reference sources for business students, business offices, and the home library shelf.

Each book: Paperback, 4 3/16" x 7",
\$14.99, Can\$17.99

Dictionary of Accounting Terms 5th Edition

Jae K. Shim, Ph.D., and Joel G. Siegel, Ph.D., CPA

The updated edition of this quick-reference short-entry dictionary defines more than 2,500 accounting, auditing, compliance, and tax-related terms. General areas covered include financial accounting and reporting, managerial and cost management, auditing and financial statement analysis, compliance, and information technology (IT) terms. Also included are many terms from related business disciplines that the accountant must know, such as finance, personal finance, investments, Internet, economics, quantitative tools, and international finance.

PUB. DATE: FEBRUARY

Paperback, 536 pp., 4 3/16" x 7"

ISBN-13: 978-0-7641-4310-6 (formerly 978-0-7641-2898-1)

ISBN-10: 0-7641-4310-7

\$14.99, Can\$17.99

Dictionary of Finance and Investment Terms 8th Edition

John Downes and Jordan Elliot Goodman

More than 5,000 terms related to stocks, bonds, mutual funds, banking, tax laws, and transactions in the various financial markets are presented alphabetically with descriptions. The new eighth edition has been updated to take account of new financial regulations and recent dramatic swings in equities, credit, and other financial resources.

Readers will also find a list of financial abbreviations and acronyms, as well as illustrative diagrams and charts. Here's a valuable short-entry dictionary for business students, as well as for office reference and the home bookshelves of private investors.

PUB. DATE: MARCH

Paperback, approx. 864 pp., 4 3/16" x 7"

ISBN-13: 978-0-7641-4304-5 (formerly 978-0-7641-3416-6)

ISBN-10: 0-7641-4304-2

\$14.99, Can\$17.99

BARRON'S
BUSINESS
GUIDES

Dictionary of Finance and Investment Terms

More than 5,000 terms defined and explained

Covers stocks and bonds, banking, corporate finance, tax law, mutual funds, and more

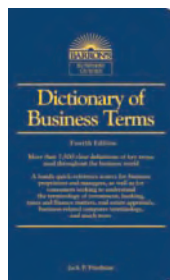
Explains financial regulations as they relate to recent dramatic swings in equities markets

Instructive charts and diagrams

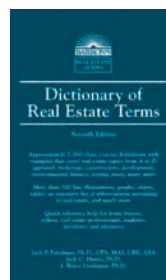
Eighth Edition

John Downes
Jordan Elliot Goodman

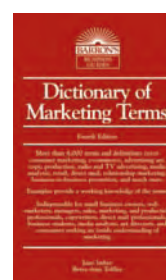
See backlist, page 5, for Barron's complete selection of *Business Dictionaries*



978-0-7641-3534-7



978-0-7641-3936-9



978-0-7641-3935-2

Keys to Investing in Real Estate

Barron's Business Keys

5th Edition

Jack P. Friedman, Ph.D., CPA, MAI, CRE, and Jack C. Harris, Ph.D.

Barron's popular *Business Keys* take the mystery out of finance and investment and offer sound advice on investment management to ordinary consumers. This new fifth edition reflects recent dramatic changes in the post-bubble real estate market and mortgage industry. The authors advise on buying, selling, and operating residential rental and commercial real estate to achieve cash flow, income-tax savings, and appreciation in value. Leasing information is also discussed. See backlist, page 5, for more *Business Keys* titles.

PUB. DATE: MARCH

Paperback, 216 pp., 5 1/4" x 8 1/4"

ISBN-13: 978-0-7641-4329-8 (formerly 978-0-7641-2903-2)

ISBN-10: 0-7641-4329-8

\$7.99, Can\$9.50

Business English

The Writing Skills You Need for Today's Workplace

5th Edition

Andrea B. Geffner

This updated edition provides clear, concise instruction on every form of business writing, from traditional business letters, reports, and memos to e-mail and other electronic communications. The author presents a brush-up review of grammar and correct English usage, advises on achieving an appropriate business style that conveys the writer's message succinctly without resorting to stilted, overly formal language. She follows up with good examples of model business letters, résumés, employment letters, interoffice memos, news releases, and business reports. Additional features include exercises with answers.

PUB. DATE: APRIL

Paperback, approx. 400 pp., 7 13/16" x 10 7/8"

ISBN-13: 978-0-7641-4327-4 (formerly 978-0-7641-2444-0)

ISBN-10: 0-7641-4327-1

\$16.99, Can\$19.99

Business Statistics

Barron's Business Review Series

5th Edition

Douglas Downing, Ph.D., and Jeffrey Clark, Ph.D.

This updated title in Barron's *Business Review* series shows how to apply statistical methods to a variety of business situations in order to produce enlightening and profitable information. Topics covered include probability and hypothesis testing, random variables, polls and sampling, multiple linear regression, analyzing business data, decision theory, and more. *Business Review* books are designed for classroom use, but are also valuable as self-teaching volumes for businesspersons engaged in various fields. When used in college business courses, these titles make fine supplements to main textbooks. Each title includes review questions with answers. See backlist, page 6, for additional titles in this series.

PUB. DATE: MARCH

Paperback, approx. 560 pp., 6" x 9"

ISBN-13: 978-0-7641-4239-0 (formerly 978-0-7641-1983-5)

ISBN-10: 0-7641-4239-9

\$18.99, Can\$22.99

