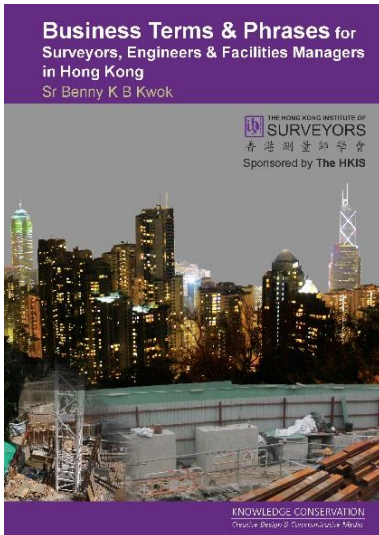


Business Terms & Phrases for Surveyors, Engineers & Facilities Managers in Hong Kong



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Various terms and phrases emerge every day in business. Some people may not check every unfamiliar item, but the stakes can be high. Misinterpretation of key words, particularly in written correspondence, causes embarrassments and costs money.

Business Terms & Phrases for Surveyors, Engineers & Facilities Managers in Hong Kong provides a convenient and standalone coverage of terms and phrases commonly used in business. Although information is widely available in the public domain, they do not necessarily give consistent (or even correct) meanings and messages. It can be tricky for those less well trained in business to understand the differences and to establish the rights and wrongs. This pocket-size book fills in the gap by presenting a source of practical references of key business terms and phrases, primarily for postgraduate students and professionals in their early careers, with more than 1,000 carefully selected entries reflecting the popularity of their usage in Hong Kong's business environment.

Benny K B Kwok is a renowned forensic accountant and expert in litigation support, dispute analysis and fraud investigation, and is the author of three internationally acclaimed titles: *Forensic Accountancy 1st & 2nd Editions* (LexisNexis), *Financial Analysis in Hong Kong 1st & 2nd Editions* (The Chinese University Press) and *Accounting Irregularities in Financial Statements* (Gower Publishing). Mr Kwok has acted as a single joint expert in civil proceedings and an expert witness in arbitration hearings, disciplinary proceedings as well as civil and criminal trials, at the District Court and the High Court, in respect of accounting, commercial and financial matters. Over the last two decades, Mr Kwok served on the Solicitors' Disciplinary Tribunal, the Obscene Articles Tribunal and the Board of Review, and was the Examiner of the CPA Qualification Programme of the Hong Kong Institute of Certified Public Accountants for 7 years. Mr Kwok has recently been appointed as a Visiting Fellow with School of Professional Education & Executive Development of The Hong Kong Polytechnic University (PolyU SPEED) for his teaching and research interests in forensics, auditing, surveying and business law.

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