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Communication Skills for the Processing of Words

Roseanne Reiff

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Communication Skills for the Processing of Words

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Communication Skills for the Processing of Words Roseanne Reiff
This text is designed to help students become more effective communicators. Students will master using correct grammar, punctuation, capitalization, and proofreading skills as they format business documents. These basic communication skills are necessary in order to qualify for entry-level jobs and assist students in their continuing journey up the career ladder. The text-workbook may be used in any type of classroom environment in which words are processed.

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