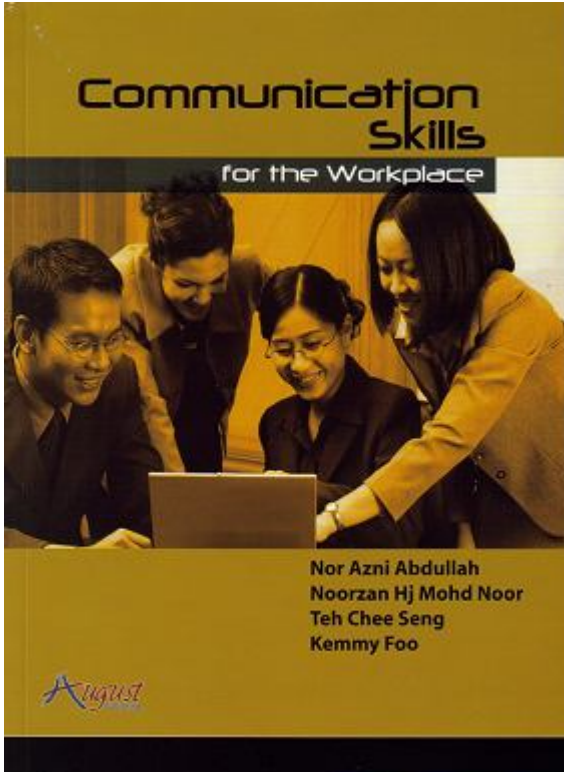


Communication Skills for the Workplace



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Contents

Communication Skills for the Workplace is a useful resource for students in business communication courses, fresh graduates and working adults who are interested in sharpening their writing skills for the workplace. It is written in simple and clear language to help readers understand the concepts and practices before applying them in practice.

The book consists of the following chapters:

- Chapter 1 Communication at Work**
- Chapter 2 Business Etiquette**
- Chapter 3 Writing Memorandums and Letters**
- Chapter 4 Reports**
- Chapter 5 Visual Aids**
- Chapter 6 Presentations**
- Chapter 7 Meetings**
- Chapter 8 The Job Search and Interview Process**

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