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# College English And Business Communication



## Synopsis

Double the Experience with College English and Business Communication, and create a Prepared Communicator for the Interconnected World. . College English and Business Communication, provides a corrective approach to the fundamentals of communication including: reading, listening, speaking, writing, along with the application of these communication skills in the workplace such as e-mails and reports. College English and Business Communication closes with business use of technology, presentations, and employment communication. Rich in supplements, its activity workbook leads students to apply essential skills, leaving them doubly prepared for communicating in college and business.

## Book Information

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