

The Communication Handbook A Student Guide To Effective

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~~The Communication Handbook: A Student Guide to Effective ...~~

The Communication Handbook: A Student Guide to Effective Communication: Author: Sandra Cleary: Editor: Sandra Cleary: Publisher: Juta and Company Ltd, 2004: ISBN: 0702159328, 9780702159329: Length:...

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A guide for students to enable them to equip themselves with communication skills, this handbook takes a practical approach, focusing on teaching them how to become better speakers, listeners, readers and writers. It covers all forms of writing, including business letters, reports, faxes, e-mails, academic writing and referencing.

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~~Communication Handbook by Sandra Cleary~~

The communication handbook : [a student guide to effective communication] 5. The communication handbook : [a student guide to effective communication] by Sandra Cleary; Print book: English. 2003. 2nd ed : Lansdowne [South Africa] : Juta 6. The communication handbook : [a student guide to effective communication]

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professional written communication, such as a scientific report. This Handbook is framed as congenial communication from the Faculty to our students, almost speaking directions (as in a syllabus), so second person works well. First person is "I," or "we." Using "I" or "we" can be personal but more formal.

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The purpose of the website is to provide information regarding the Superfund program for communities, cleanup professionals, and concerned citizens.

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