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Business communication - part - 1 ( chapter - 1 Business communication) *Essentials Of Business Communication Grammar*

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business communication and provides some practical experience in writing business letters, memos, short reports, etc. These Lecture Notes are based on a number of sources, including The AAT Study Text (Language & Literature Dept., UPNG) Judith Dwyer The Business Communication Handbook 2nd Edition MBC NSW Australia, 1991

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