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Andrea B Geffner Business English A Complete Guide

Brendan G. Carr



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Business English Andrea B. Geffner, 1993 A longtime Barron's handbook for use in the classroom as well as the office this newly revised edition of Business English is better than ever English Communication (For AECC Course, Delhi University) Khanna Pooja, As per the guidelines of Choice Based Credit System CBCS for all Central Universities including the University of Delhi and written specifically for the Ability Enhancement Compulsory Course AECC in English the book introduces students to the theory fundamentals and tools of communication to help them develop vital communication skills that would be integral to personal social and professional interactions With minimal textual emphasis and optimal use of practice exercises an effort has been made to make learning a pleasure for the students While some sections have been included from theoretical point of view several passages have been introduced to expose the reader to more interesting materials **KEY FEATURES** Easy language Equal emphasis on theory and practice Interactive worksheets incorporated to improve communication skills Equips students to tackle the problem areas in reading and comprehension **The**

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