

Business Communication 1997-98 (CIM Student Workbook: Certificate)



This is an updated edition of the popular workbook, written to match the latest syllabus. It has been written for students studying the Business Communications module of the CIM Diploma, and contains sample exam questions. The layout of this text is lively and interactive. Each unit has the same structure with the intention of making learning easier and more consistent, and contains objectives, test tasks, practical examples and case studies. There are also questions to test the readers knowledge, advice on where to find out more, a succinct chapter summary, and revision tips.

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