COMMUNICATION IN PRACTICE

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EDITOR'S NOTE

This workbook in Communication is intended for young people in the last year at school and first-year students in Further Education, whether they be operative, craft or technician apprentices or following some other course. The book aims to combine the basic elements of Communication with ample provision of work for the students to reinforce their learning. The points are underlined by pertinent illustrations. We hope you will enjoy using it.

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Coventry

HARRY SPENCE
General Editor

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N O W C O N N E C T !

IN THIS BOOK ■ MEANS SOMETHING TO D O

● MEANS SOMETHING TO R E M E M B E R