

**COMMUNICATION  
FOR BUSINESS AND  
SECRETARIAL STUDENTS**

# Communication

for Business and  
Secretarial Students

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# PREFACE

This book is primarily intended for secretaries and would-be secretaries studying for examinations such as those of the London Chamber of Commerce, the Royal Society of Arts and the Scottish Business Education Council. The information will also be useful to students on other courses such as the Ordinary National Certificate and Diploma in Business Studies and the Department of Employment Training Opportunities Scheme.

The exercises in the book are intentionally broadly based and follow the authors' purpose in bringing together aspects of the study of communication which are tested in different examination papers, many of which do not bear the title 'Communication'. The book also offers guidance for use in practical office situations. For these reasons students will need specific knowledge which may be gained from a closer examination of the subject, a degree of common sense and initiative when applying broad principles to particular situations and the ability to apply knowledge of other disciplines.

July 1974

L. A. W.  
W. R. U.

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