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## Communication For Business Shirley Taylor

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Shirley Taylor (wwwshirleytaylortrainingcom) is a speaker/trainer/author on business communication and writing skills She lives in Singapore, and conducts regular public workshops and in-house training

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**Basic Business Communication**

Shirley Taylor, Communication for Business: A Practical Approach, 4th edition,, Pearson/ Longman, 2005 Suggested further readings: Herta A Murphy, Herbert W Hildebrandt, and Jane P Thomas, Effective Business Communication, 7th edition, Tata McGraw Hill, 2010

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