


## Essential Skills A General Office Vocabulary-Building Workbook

**Author :** Jennifer Wilkins / **Category :** Education / **Total Pages :** 380 pages

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**Summary :** Free essential skills a general office vocabulary-building workbook pdf download - improve your vocabulary skills for the office and daily life with an easy-to-follow workbook that teaches you the facts you need to know to complete office tasks jennifer wilkins who helps adult learners achieve academic and vocational success as the owner of pathways educational services an adult learning centre provides lessons exercises and strategies to help you further your career as an office professional the workbook includes twelve modules and three review sections the exercises introduce 365 words that are related to general office work each module begins with a list of words and their definitions to help complete the exercises that follow and there are 142 exercises to complete whether you re seeking help with a secondary-school business an english as a second language program or other training geared toward essential skills development this workbook can help you get the tools you need to develop vocabulary and vocational skills improve reading and oral communication skills enhance problem-solving skills and boost spelling and phonics skills success is right around the corner and getting there can be quick when you use essential skills a general office vocabulary-building workbook

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