



## Effective Office Communications Noting & Drafting



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Effective Office Communications Noting & Drafting in English & Hindi

Communication is like a soul in life. Without communication there is no life. We need communication which is understandable and clear to the recipient.

This book aims at making the readers experts in skilled and effective communication.

It lays special emphasis on Noting and Drafting. Notes and Drafts are pieces of writing whose effectiveness depends on the writing skills of the writer.

Follow the ways and tips to get equipped with the skill of effective writing.

It is based on the knowledge and personal experience acquired by working in government and public organisations for decades.

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