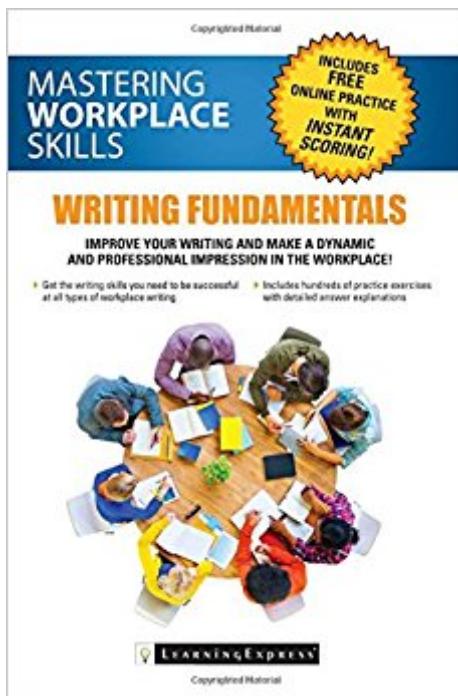


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# Mastering Workplace Skills: Writing Fundamentals



## Synopsis

You must be confident in your grammar, writing, and math skills to succeed in the workplace and come across as an attractive candidate and employee. This new basic-skills series targets the adult learner who wants to earn a degree, get a job, and succeed on that job. Every chapter focuses on a key skill, and is filled with practice questions and detailed answer explanations. LearningExpress is a leader in workplace readiness, with a series of award-winning online platforms like Job and Career Accelerator and Workforce Skills for 21st Century Success that help thousands nationwide find success every month.

## Book Information

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Great book and I would recommend.

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