



## Constructive Communication: Skills for the Building Industry

By Richard Ellis

Taylor Francis Ltd, United Kingdom, 1999. Paperback. Book Condition: New. 240 x 172 mm. Language: English . Brand New Book. Richard Ellis is a consultant in communications and the successful author of Communication for Engineers . In each chapter, he highlights key points and situations, and provides exercises to consolidate what has already been learnt. The book ends with a toolbox of useful information on subjects such as writing letters, spelling, punctuation, using abbreviations, studying for exams, using libraries and training. Written in clear, informative English, with the emphasis on the practical, this book is essential reading for both students and professionals in the construction industry.

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