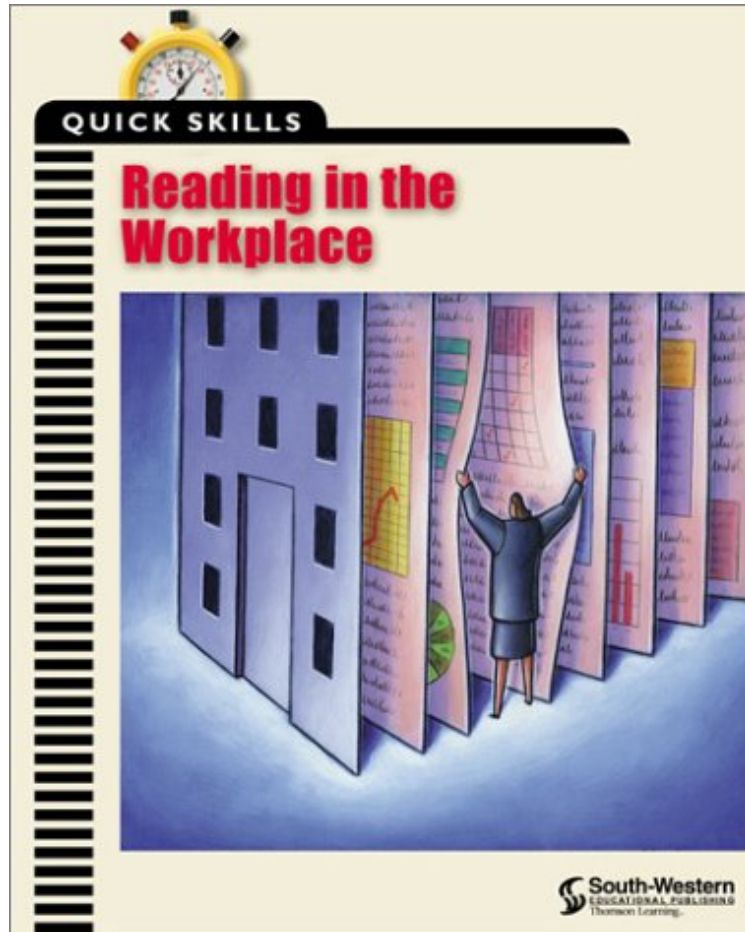



Quick Skills: Reading in the Workplace

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This skill-focused book is designed for quick professional skill development in the area of workplace reading. In a short amount of time, users will improve their reading retention from important workplace documents. Covering materials such as letters, memos, the Internet, and reports, this is the perfect brush up for the experienced professional, those re-entering the workforce and those beginning their careers.

About the Author Career Solutions Training Group (CSTG) is a company of experienced forward-looking educators, trainers, and business professionals with a focus on sharpening workplace readiness skills for the 21st Century. CSTG provides consulting services to educational institutions and government agencies and their business partners. They also

produce unique and highly effective publications for a wide range of education and training situations.