

Transcription Skills for Business (5th Edition)

Linda Mallinson, Lois Meyer, Ruth Moyer, Linda Mallison



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Transcription Skills for Business (5th Edition) Linda Mallinson, Lois Meyer, Ruth Moyer, Linda Mallison Appropriate for Community College, Vocational, and High School courses in Transcription and Word Processing offered by Business Departments. This text prepares students to master the skills associated with transcription by focusing on the transcription of standard business communications. In addition, the book's heavy emphasis on language skills is addressed in its corresponding cassettes that provide students with additional practice in language skills.

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