

Ellis

Constructive Communication

Skills for the Building Industry

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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