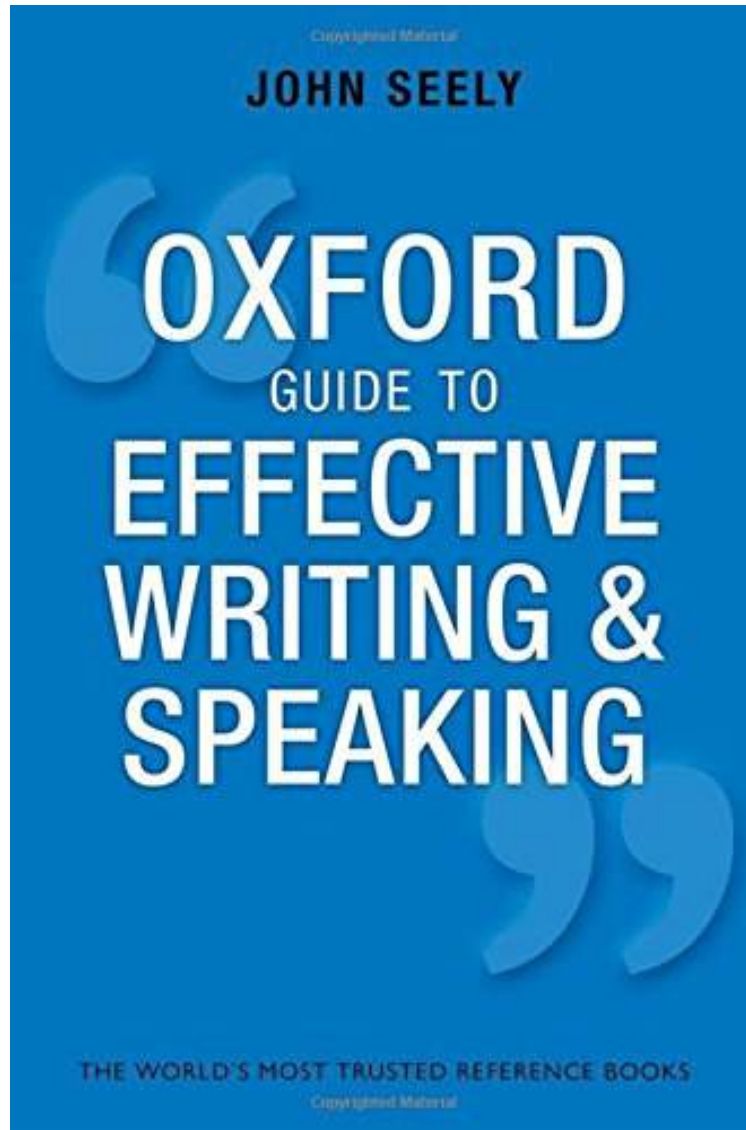


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## Oxford Guide to Effective Writing and Speaking: How to Communicate Clearly

*By John Seely*

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