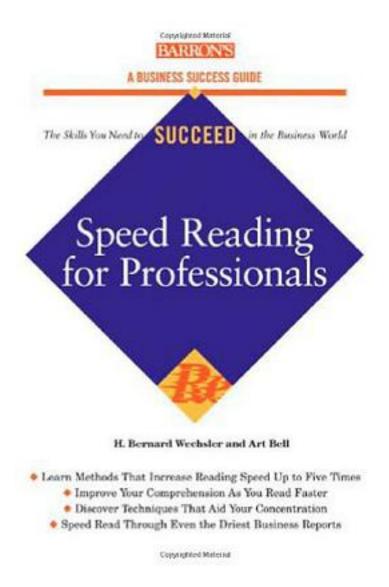
Speed Reading for Professionals



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Barron's "Business Success "books offer useful advice to career-minded men and women who are looking to get ahead in the business and corporate world. Titles touch on all levels of management, marketing, organization, and related business operations. Reading and comprehending a large number of documents and reports--many of them specialized and technical--is a vital task that is intrinsic to fulfilling management and executive responsibilities. The authors of this practical book recommend techniques and exercises designed to increase reading speed dramatically and to retain important information more easily. They also offer tips on methods for comprehending dry and often difficult reading matter.

作者介绍:
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