

TRAINING

A BUSINESS SUCCESS GUIDE

The Skills You Need to **SUCCEED** in the Business World

Speed Reading for Professionals

By Howard Winkler and Art Bell

- Learn Methods That Increase Reading Speed Up to Five Times
 - Improve Your Comprehension As You Read Faster
 - Discover Techniques That Aid Your Concentration
- Speed Read Through Even the Driest Business Reports

Speed Reading For Professionals

Andrew Williams



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Speed Reading for Professionals H. Bernard Wechsler, 2005

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Wechsler, Arthur Bell, 2006-01-01 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

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