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*Jacob Kornbeck*

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**7**

*Desmond Mason*

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Each page of five quotations should take no more than 30 and can, in fact, with experienced groups, be completed in as little as 15 minutes. Ideally, students should cover each page in small group work using, initially, the check sheet found at the beginning of the book. When this check sheet is studied for the first time, it will require a longer session.  
The quotations are authentic and have been kept in the order in which they were recorded.  
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Michael Alger/  
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*Martin Thurn-Mithoff/*

*Michael Alger*

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- methods of payment
- banking
- insurance
- the stock exchange
- trade unions
- incoterms

Many Business Colleges have used this book successfully to prepare students for examinations, including those held by the London Chamber of Commerce and Industry.

*Desmond Mason*

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