

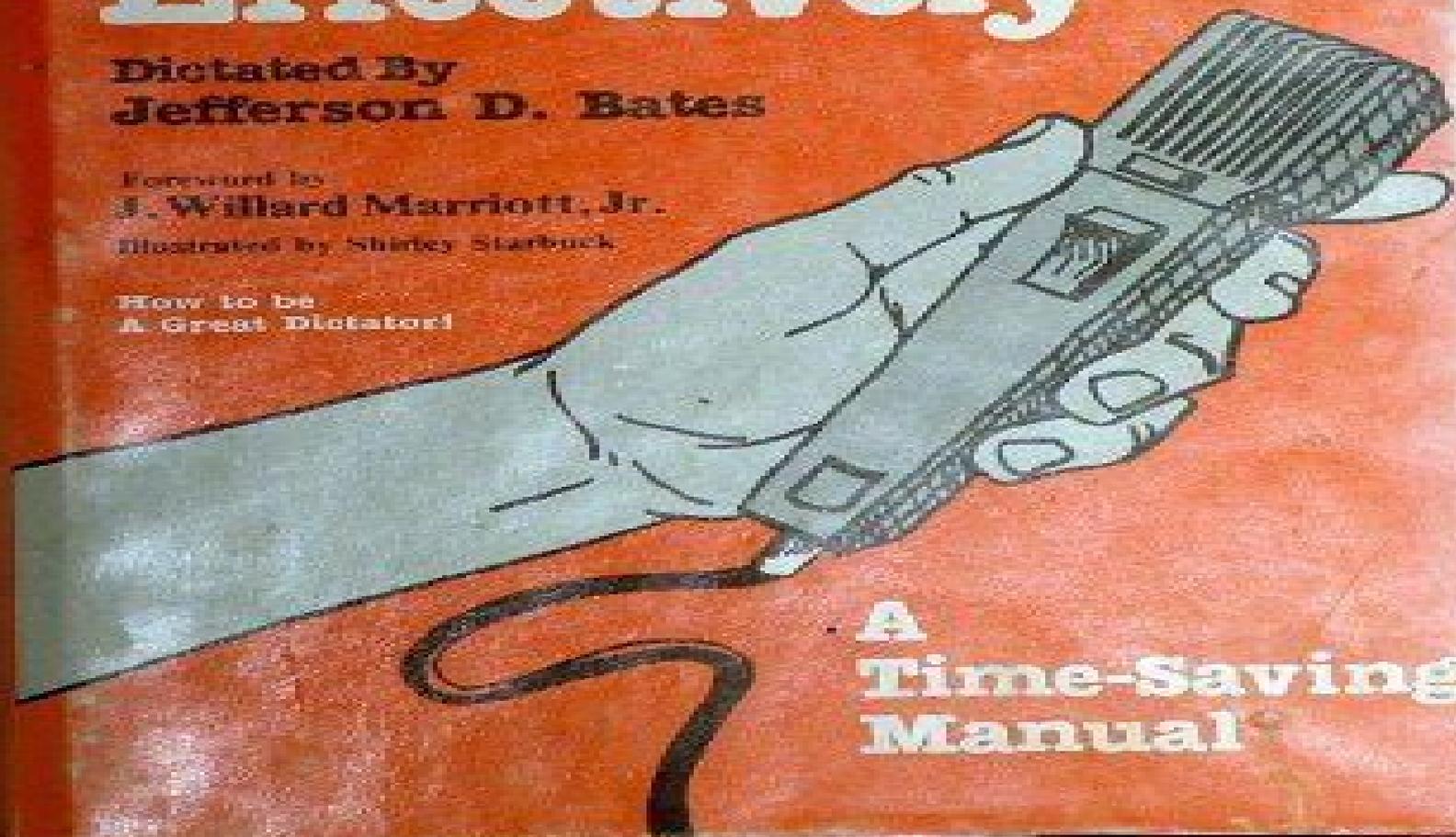
Dictating Effectively

Dictated By
Jefferson D. Bates

Foreword by
J. Willard Marriott, Jr.

Illustrated by Shirley Starbuck

How to be
A Great Dictator!



**A
Time-Saving
Manual**

Dictating Effectively

Ying-Ying Zheng



Dictating Effectively:

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