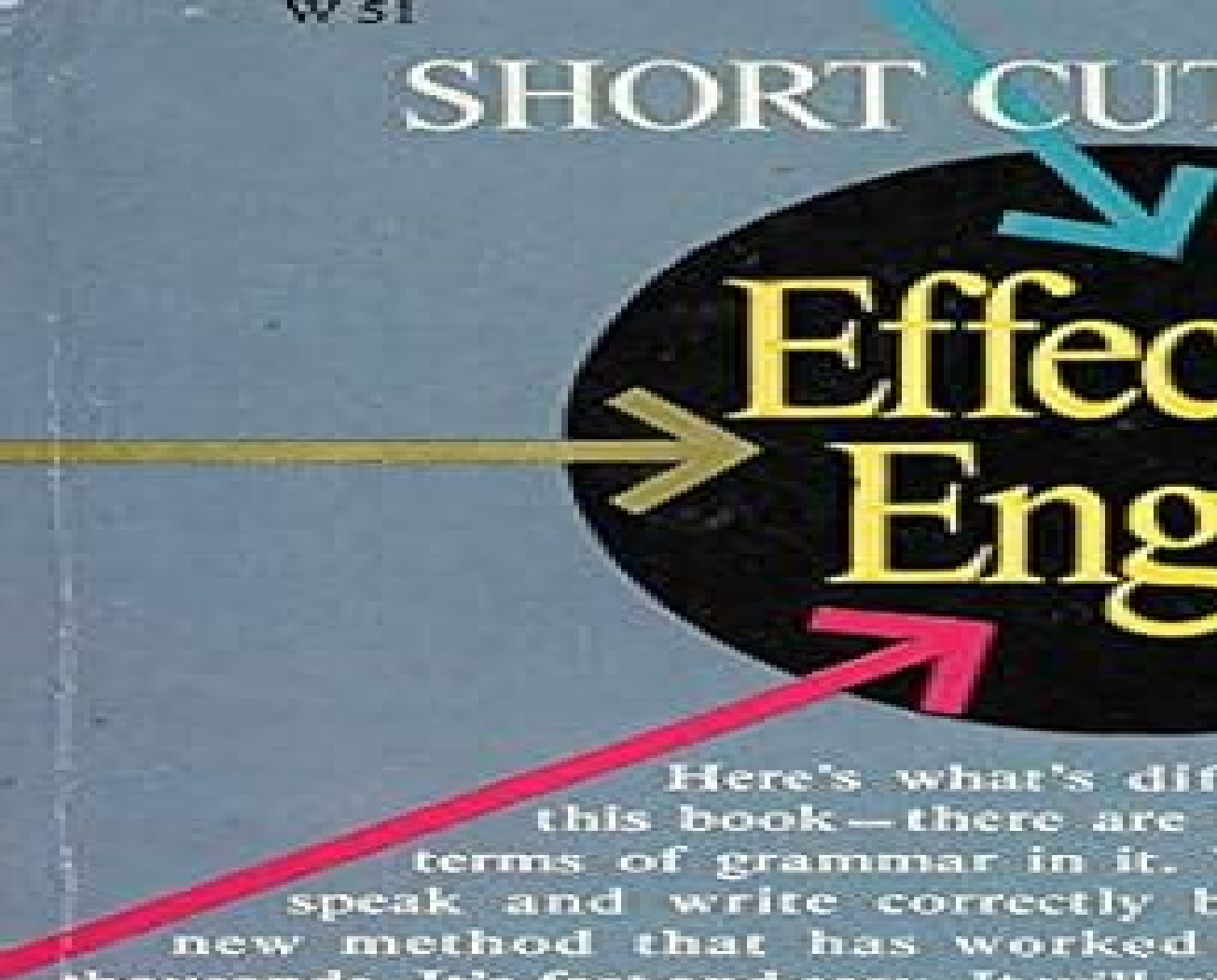


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By **Harry Shefter,**

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- Chapter 2: Essential Elements of Short Cuts To Effective English
- Chapter 3: Short Cuts To Effective English in Everyday Life
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