

discussed in a book or file
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[PAD330] _____ is a fault to avoid in drafting and minuting
Indecision

[PAD330] Minutes are never used in correspondence with
the general public

[PAD330] f.y.c means
for your consideration

[PAD330] The original and _____ copies of the handing over notes should
be signed
two

[PAD330] _____ is a technique for clear writing
Think clearly

[PAD330] When recording dates at the end of minutes, the _____ should
also be included
year

[PAD330] It may not be necessary to minute on a matter when the action necessary
is _____
routine

[PAD330] _____ may be defined as a communication in writing
minute

[PAD330] _____ may be rejected and scrapped
bad draft

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