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straightforward practical and focused on realistic examples business and professional writing a basic guide is an introduction to the fundamentals of professional writing the book emphasizes clarity conciseness and plain language guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout the second edition includes new sections on information security and ethics in business writing new formal proposal examples have been added and the text has been updated throughout

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culinary landmarks is a definitive history and bibliography of canadian cookbooks from the beginning when la cuisinière bourgeoise

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