

The Only Business Book You'll Ever Need

The Only Business Writing Book You'll Ever Need
The Last Book You'll Ever Read
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The Most Valuable Business Legal Forms You'll Ever Need
The World Almanac and Encyclopedia
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Frank Ogden James C. Ray Mark Henricks Warren H. Sadler Jacquelyn Lynn Today's Leading Experts South-western Publishing Company Joan Sotkin

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a must have guide for writing at work with practical applications for getting your point across quickly coherently and efficiently a winning combination of how to guide and reference work the only business writing book you'll ever need addresses a wide ranging spectrum of business communication with its straightforward seven step method these easy to follow steps save you time from start to finish and helpful checklists will boost your confidence as they keep you on track you'll learn to promote yourself and your ideas clearly and concisely whether putting together a persuasive project proposal or dealing with daily email laura brown's supportive no nonsense approach to business writing is thoughtfully adapted to the increasingly digital corporate landscape she provides practical tips and comprehensive examples for all the most popular forms of communication including slide presentations r̄sum̄s cover letters web copy and a thorough guide

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