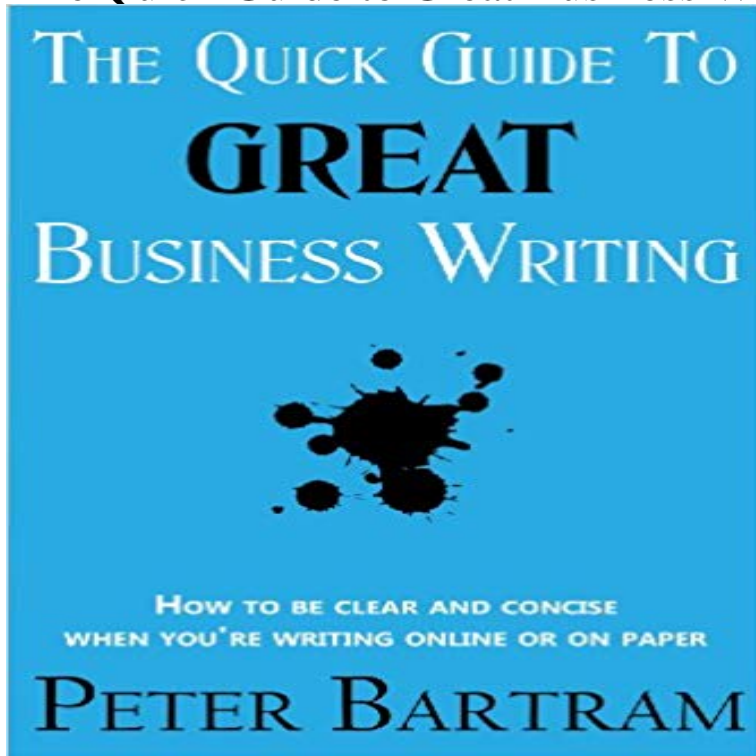


## The Quick Guide to Great Business Writing



Do you have a way with words? No doubt you don't have any difficulty putting your point of view when you're talking to colleagues. But if you're faced with having to make your case in writing, do the words dry up? If so, you've come to the right place. This is a book for people who want to improve their skills at workplace writing. Good, fluent writing designed to communicate meaning succinctly and effectively is a powerful business skill in its own right. It's a skill that's in short supply.

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