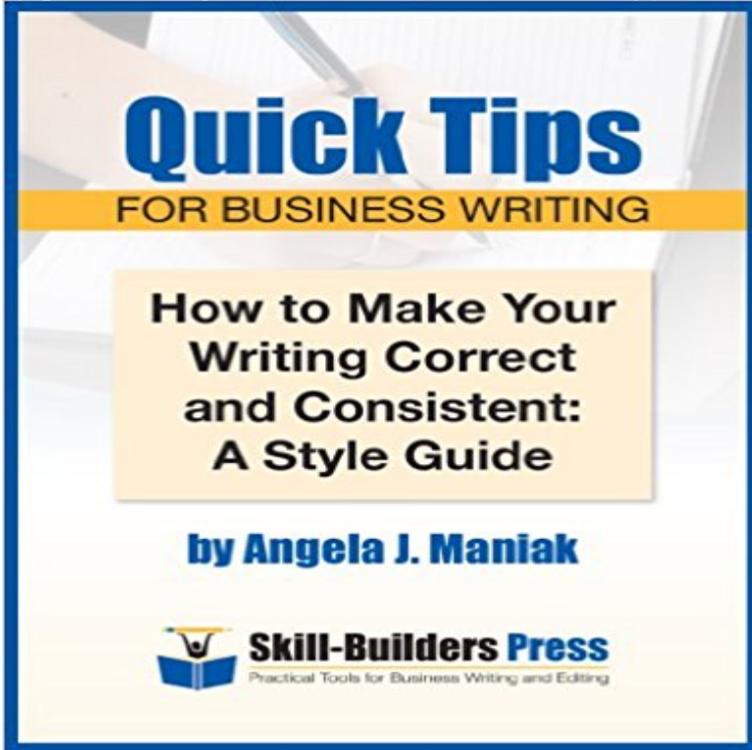


How to Make Your Writing Correct and Consistent: A Style Guide (Quick Tips for Business Writing Book 2)



How to Make Your Writing Correct and Consistent: A Style Guide is a compact reference sheet of quick and complete answers to the most frequent questions about the mechanics of business writing. With this reference, you will avoid common errors, establish consistency, minimize editing, and convey professionalism and credibility through your written words. This is part of the Quick Tips for Business Writing series: compact reference sheets that eliminate the need for bulky, hard-to-use reference books. Each reference sheet is specific and practical, addresses the most frequently asked questions about business writing, and is formatted for quick readability and immediate application.

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