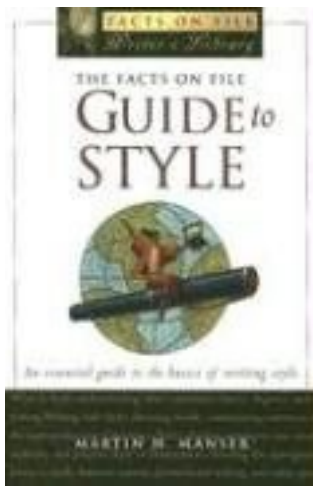# The Facts on File Guide to Style

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著者:Manser, Martin H.

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- What Is Style?: understanding what constitutes clarity, elegance, and vigor in writing- Writing with Style: choosing words, constructing sentences, and finding the appropriate tone- Choosing a Style: adapting writing to suit circumstance, audience, and purpose- Style in Presentation: choosing the appropriate style for letters, e-mails, business reports, promotional writing, and other specific requirements.

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