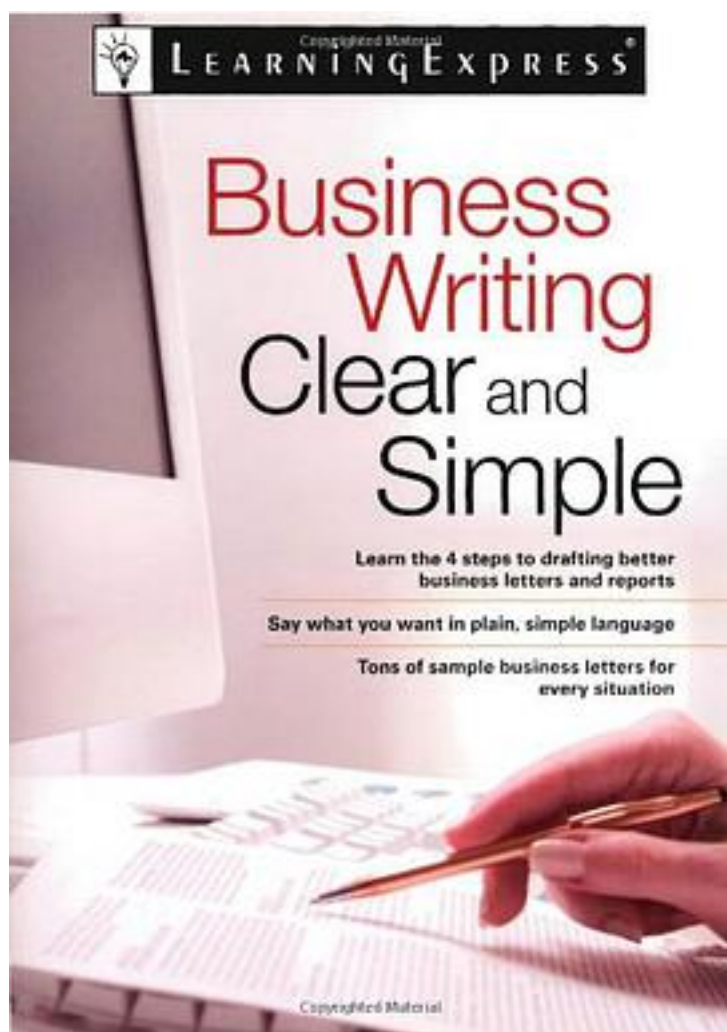# Business Writing Clear and Simple

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The basics of business writing from organizing your ideas to creating crystal-clear

correspondence. Write and get results like a CEO. Everyone in the business world can benefit from strong writing skills. This comprehensive guide offers a solid foundation in good busines writing. Starting with writing fundamentals such as composition and grammar, and moving on to business letters for every situation-including e-mail-it also offers 29 great tips for enhancing your writing, plus essential writing references.

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