

Harbrace Guide To Writing 2nd Edition

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the professional writing guide is for people who wish to improve the quality of their documents and the efficiency of their writing busy executives and other writers in organisations who may spend between 30 and 80 per cent of their working time writing will find it invaluable because it clearly outlines the principles that underlie effective documents this book will enable executives to write confidently competently and persuasively high quality output is crucial to a company s image and to a professional s own career advancement errors in a document can prove expensive the

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