



Rules of Thumb for Business Writers (2nd Revised edition)

By Diana Wienbroer, Elaine Hughes, Jay Silverman

McGraw-Hill Education - Europe. Paperback. Book Condition: new. BRAND NEW, Rules of Thumb for Business Writers (2nd Revised edition), Diana Wienbroer, Elaine Hughes, Jay Silverman, This is the only book you'll ever need to write clearly, correctly, and successfully. We all know 'i before e', but do you know how to persuade with proposals, energize with email, and impress with PowerPoint? "Rules of Thumb for Business Writers" is your all-in-one, easy-to-use reference on everything you need to know about writing for the business world - from the basics of grammar and punctuation to putting the finishing touches on an important presentation. It's the only book you'll ever need to: get results - write effective letters, emails, resumes, proposals, agendas, and newsletters that get attention and the results you want! Avoid embarrassing mistakes - with quick-reference answers on common errors in grammar, punctuation, spelling, and style. Tap into technology - with work-saving shortcuts in Microsoft Word and PowerPoint, and special advice on writing for websites. Find information fast - learn how to improve the quality of your work with valuable resources for researching anything on the Internet. Save time - with proven advice on optimizing your work style, collaborating on projects, and...



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