



How to Write Anything: A Complete Guide

By Laura Brown

Viva Books Private Limited, 2015, Softcover, Book Condition: New. Description: With more than two hundred how-to entries and easy-to-use models organized into three comprehensive sections on work, school, and personal life, How to Write Anything covers a wide range of topics that make it an essential guide for the whole family. You want your boss to fund a special project. How can you write a persuasive e-mail that will win his approval? It?s time to apply to college. How can you write an essay that will stand out? The mother of one of your co-workers has died. What?s the best way to express your condolences? Grounded in a commonsense approach, friendly and supportive, How to Write Anything is Internetsavvy, with advice throughout about choosing the most appropriate medium for your message: e-mail or pen and paper. At once a how-to, a reference book, and a pioneering guide for writing in a changing world, this is the only writing resource you? Il ever need. A PRACTICAL GUIDE TO EVERYTHING YOU?LL EVER NEED TO WRITE?AT WORK, AT SCHOOL, AND IN YOUR PERSONAL LIFE. ? Need to know how to format your résumé for that job application? ? How do you write a cover...



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