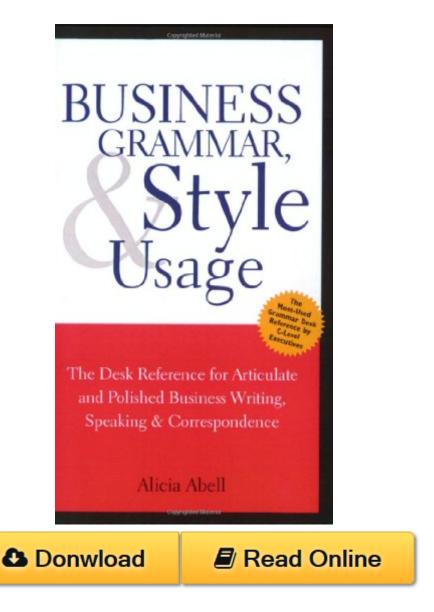
Business Grammar, Style & Usage: The Most Used Desk Reference for Articulate and Polished Business Writing and Speaking by Executives Worldwide PDF



Business Grammar, Style & Usage: The Most Used Desk Reference for Articulate and Polished Business Writing and Speaking by Executives Worldwide by Alicia Abell ISBN 158762026X Based on the actual writing and speaking styles of leading business executives worldwide, this book features easy-to-follow instructions and techniques for preparing polished written documents and writing and speaking in an articulate manner. Focusing on how leading business professionals really communicate, the basics of writing and speaking, including traditional grammar and speaking dos and don'ts, are covered. Examined are the particular styles in which business professionals

communicate with each other and how to develop a personal professional style. Featured are special sections on writing memos, offer letters, e-mails, and other business documents that business professionals need to master.	

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