



## Writing for Work

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By Moi Ali

DIRECTORY OF SOCIAL CHANGE, United Kingdom, 2009. Paperback. Book Condition: New. 210 x 145 mm. Language: N/A. Brand New Book. Some people love writing but if not don't worry, help is at hand. You might never take pleasure from having to write at work, but you can at least take away some of the pain. If you lack confidence about how to write at work, and find writing a daunting prospect, this book is for you. This book will show you how to deal with the key workplace documents - from short and possibly ephemeral letters and memos to weighty reports. It includes quick tips on how to tackle the most common writing assignments, signposts for further information and exercises to help you put the theory into practice. How to handle all forms of business writing including memos, business letters, report writing, writing instructions and speech writing. Also covers why effective writing is essential. Getting started, plain English and basic grammar.



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