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Covering a wide range of business communications - from reports, proposals and press releases, to emails, web copy and tweets - Business Writing For Dummies is your must-have guide to mastering this crucial business skill. Know the what and how of it - quickly work out exactly what you need to say and how to say it most effectively

Business Writing For Dummies: Canavor, Natalie ...

Often, business writing is a good way to do it. You can marshal your thinking points and articulate them more effectively without the person present, and give them breathing space to consider your request as well. Clients typically don't enjoy these conversations any more than you do, and may blurt out a negative response that's ha...

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Business Writing For Dummies Cheat Sheet. From Business Writing For Dummies, 2nd Edition. By Natalie Canavor. Whether you're a manager, an entrepreneur, or a recent graduate, the ability to write well is a skill you can't afford to be without — particularly in the world of business. This handy Cheat Sheet helps ensure your business writing is fit for purpose, and gives you tips on effective résumé writing, international communication, and online content creation for your business.

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Whether you're crafting a short and sweet email or bidding for a crucial project, Business Writing For Dummies is the only guide you need.

Business Writing For Dummies | Wiley

Whether you're crafting a short and sweet email or bidding for a crucial project, "Business Writing For Dummies" is the only guide you nee. How many pieces of paper land on your desk each day, or emails in your inbox? Your readers - the people you communicate with at work - are no different.

Business Writing for Dummies by Natalie Canavor

Business Writing For Dummies is a great source of information, layed out in an easy to use way. It covers everything from business letters to email in a light easy to read manner. My only complaint is that there should be more sample letters to go with each chapter, aside from that, it is useful and never talks down to the reader.

Business Writing For Dummies?: Lindsell-Roberts, Sheryl ...

From crafting a short and sweet email to bidding for a crucial project, Business Writing For Dummies gives you everything you need to achieve high-impact business writing. Draft reports, proposals, emails, blog posts, and more

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Whether you're crafting a short and sweet email or bidding for a crucial project, Business Writing For Dummies is the only guide you need. Inside you'll find: The basic principles of how to write well How to avoid the common pitfalls that immediately turn a reader off

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