



Rules of Thumb for Business Writers

Diana Wienbroer, Elaine Hughes, Jay Silverman

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Rules of Thumb for Business Writers offers busy professionals solutions to most on-the-job writing challenges. Brief, to-the-point chapters cover all the basics, including reports, resumes, speeches, memos, letters, and PowerPoint, with tips for meeting deadlines and managing paper flow. This edition contains new information on Internet research and communications technology, with examples, sample documents, and a resource list.

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