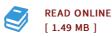




Writing at Work: A Quick and Easy Guide to Grammar and Effective Business Writing

By Ellis Morgan

Dormouse Press, an imprint of Guidemark Publishing Ltd, United Kingdom, 2011. Paperback. Book Condition: New. 202 x 128 mm. Language: English . Brand New Book ****** Print on Demand ******. Would you like to be more confident about language, grammar, punctuation and spelling? Do you want to write better emails, letters, leaflets and reports to improve sales, customer satisfaction and internal communications? Writing at Work will boost your writing confidence and get you and your business communicating more successfully. Presented in bite-sized chunks with practical examples, Writing at Work is an A to Z of everything you need to know to polish up your writing skills. There s also a useful List of Everyday Words that will help you banish gobbledegook forever. Plus you Il learn how to: Find the right tone of voice for your audience. Get rid of tautologies, jargon and meaningless phrases. Tackle the important task of proof reading. Make your documents more accessible. Writing at Work will become the reference handbook you reach for whenever you need help with your writing.



Reviews

A really amazing ebook with lucid and perfect answers. It is really simplistic but excitement in the 50 % in the publication. I am just happy to explain how this is actually the best pdf i actually have study during my individual daily life and may be he greatest ebook for possibly.

-- Toney Bogan

Unquestionably, this is the finest function by any article writer. I have read and that i am confident that i am going to likely to read yet again once again later on. Your daily life period will probably be transform when you comprehensive reading this article book.

-- Sheldon Aufderhar

Related Kindle Books



Write Better Stories and Essays: Topics and Techniques to Improve Writing Skills for Students in Grades 6 - 8: Common Core State Standards Aligned

Createspace Independent Publishing Platform, United States, 2012. Paperback. Book Condition: New. 277 x 211 mm. Language: English . Brand New Book ***** Print on Demand ******.Mr. George Smith, a children s book author, has been conducting writing workshops at schools since 2004....



Crochet: Learn How to Make Money with Crochet and Create 10 Most Popular Crochet Patterns for Sale: (Learn to Read Crochet Patterns, Charts, and Graphs, Beginner's Crochet Guide with Pictures)

 $Createspace, United States, 2015. \ Paperback. \ Book Condition: New. \ 229 \times 152 \ mm. \ Language: English. \ Brand \ New Book ***** Print on Demand ******. Getting Your FREE Bonus Download this book, read it to the end and see BONUS: Your FREE Gift chapter after...$



Book Finds: How to Find, Buy, and Sell Used and Rare Books (Revised)

Perigee. PAPERBACK. Book Condition: New. 0399526544 Never Read-12+ year old Paperback book with dust jacket-may have light shelf or handling wear-has a price sticker or price written inside front or back cover-publishers mark-Good Copy- I ship FAST with FREE tracking!! * I...



Traffic Massacre: Learn How to Drive Multiple Streams of Targeted Traffic to Your Website, Amazon Store, Auction, Blog, Newsletter or Squeeze Page

Createspace Independent Publishing Platform, United States, 2016. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.3 Free Bonus Books Included! Attention: Online business owners. quot; Finally! How Would You Like To Tap Into...



How to Start a Conversation and Make Friends

Simon & Schuster. Paperback. Book Condition: new. BRAND NEW, How to Start a Conversation and Make Friends, Don Gabor, For over twenty-five years, small-talk expert Don Gabor has helped thousands of people communicate with wit, confidence, and enthusiasm with his bestseller How...



Patent Ease: How to Write You Own Patent Application

 $Create space, United States, 2014. \ Paperback. \ Book Condition: New. \ 229 x 152 mm. \ Language: English. \ Brand New Book ***** Print on Demand *****. Patent Ease! The new How to write your own Patent book for beginners! Because you are a beginner; not a...$