



Effective Business Writing in a Week (Teach Yourself)

Martin Manser

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Most of us spend hours every day typing emails and other documents at work, yet how many of us have ever had any training in writing skills? New and aspiring managers find themselves having to write advertising copy or press releases, while many businesses want to engage successfully online. *Effective Business Writing in a Week* is a practical guide to better communication at work, whether through more traditional forms such as business reports or through email, websites and social media. Keywords:

- Style
- Structure
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