

# **EFFECTIVE BUSINESS WRITING**



**A GUIDE FOR  
THOSE WHO WRITE  
ON THE JOB**

**SECOND EDITION  
REVISED AND UPDATED**

**"The best book on business writing I've ever encountered."  
—Stever Robbins, Research Associate, Harvard Business School**

**MARYANN V. PIOTROWSKI**

# Effective Business Writing Strategies Suggestions And Examples



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