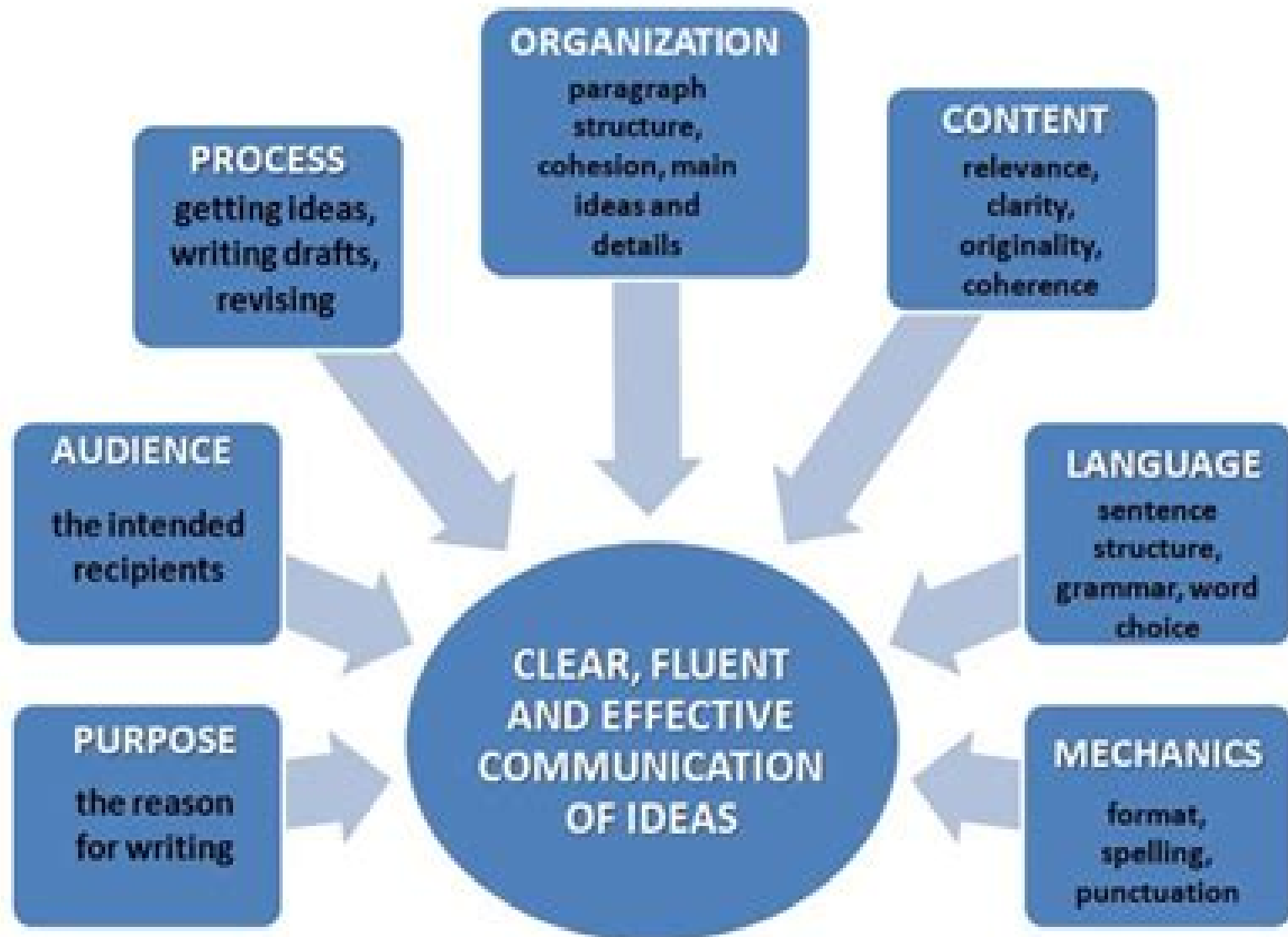


# WRITING as a **productive** skill



# Elements Of Business Writing

**Puja Mehta**



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Fielden, 1984 [E-mail](#), 2015-03-31 E mail **Modern Business Writing** Charles Harvey Raymond, 1921

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the most common types of business writing and communication The Business Writer s Companion places writing in real world context with hundreds of business writing topics and more than sixty sample documents Always anticipating the needs of today s business writers the sixth edition includes updated information on the technologies that are integral to workplace writing and offers tips about professionalism **BOOK COVER      *Supplementary Educational Monographs* ,1922      *Clear and Concise*** Susan McKerihan,2015-02-02 How well do you write Good communication is a skill required by all professionals Whether you re preparing reports conducting reviews or simply writing emails expressing your ideas clearly and persuasively is fundamental to your success in the workplace Susan McKerihan has spent over twenty years assisting corporate clients to perfect their written communications In *Clear Concise* she shares her secrets using real world examples to show how to avoid common writing traps such as wordiness ambiguity and repetition By eliminating these habitual errors from your work and by using a logical top down structure you can improve the readability of your writing And when your words are lucid and focused your thinking becomes sharper and you become more impressive and more productive *Clear Concise* is the only writing guide you will ever need      ***Municipal Register of the City of Springfield ...*** Springfield (Mass.),1925 Contains the reports of city officials for the preceding year      ***SUN TZU USA™*** James Sonhill DBA,Sun Tzu,2020-06-28 *SUN TZU USA* is a personal biography of an American businessman who desired to live The American Dream and forged his way to be a world leading authority on Sun Tzu The Art of War and business strategy His business and life philosophy is that with the power knowledge of Sun Tzu The Art of War anyone can win and succeed under any circumstances This is why he is on his mission to spread this power knowledge and develop 100 million Sun Tzu Warriors and Sun Tzu Millionaires worldwide by the year 2030 This edition serves as a fundamental inspiration and an essential foundation for your current survival and your future success both in business and in life **WHAT THIS BOOK CAN DO FOR YOU** *SUN TZU USA* shows you how to redefine your American Dream and live the life you always want to live using the ancient wisdom and power knowledge from Sun Tzu The Art of War The American Dream has died for many Americans This is simply because The United States is experiencing a rapid change and high competition from the external force called global economy The author of this strategy book believes that even though such force can enrich American corporations many ordinary American people still struggle This is why we see more and more Americans are living on the street rather than living their American Dream In this personal biography and classic strategy book *SUN TZU USA* James Sonhill DBA shows you how to redefine your own American Dream and how to use the power knowledge of Sun Tzu The Art of War and competitive strategy system in this book to live the life you always desire to live You will learn why embracing Sun Tzu The Art of War as your success philosophy is the quickest path to victory and success both in business and in personal life You will also learn about human perception in relation to business value and money *SUN TZU USA* was written by James Sonhill DBA who is the world leading authority on Sun Tzu The Art of War and competitive business strategy the international bestselling author of more than 90 classic and modern business

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