



# Effective Business Writing: A Guide For Those Who Write on the Job (2nd Edition Revised and Updated)

*Maryann V. Piotrowski*

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From persuasive memos to complaint letters, sales letters to executive summaries -- this exceedingly useful guide helps the business worker write clearly and in an appropriate format, style and tone. Numerous examples show how to overcome writer's block, organize messages for maximum impact, achieve an easy-to-read style, find an efficient writing system and much more.

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