



Write to the Point: How to Communicate in Business with Style and Purpose

Salvatore J. Iacone

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This book presents proven techniques that will enable greater ease, proficiency, and clarity in writing. The conversational, instructional format walks you through the actual stages of the writing process--from planning and writing the first draft to editing and proofreading. This handbook also includes helpful guidelines to correct punctuation; lists of often-confused words; and step-by-step procedures for generating effective e-mail, memos, letters, and reports.

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