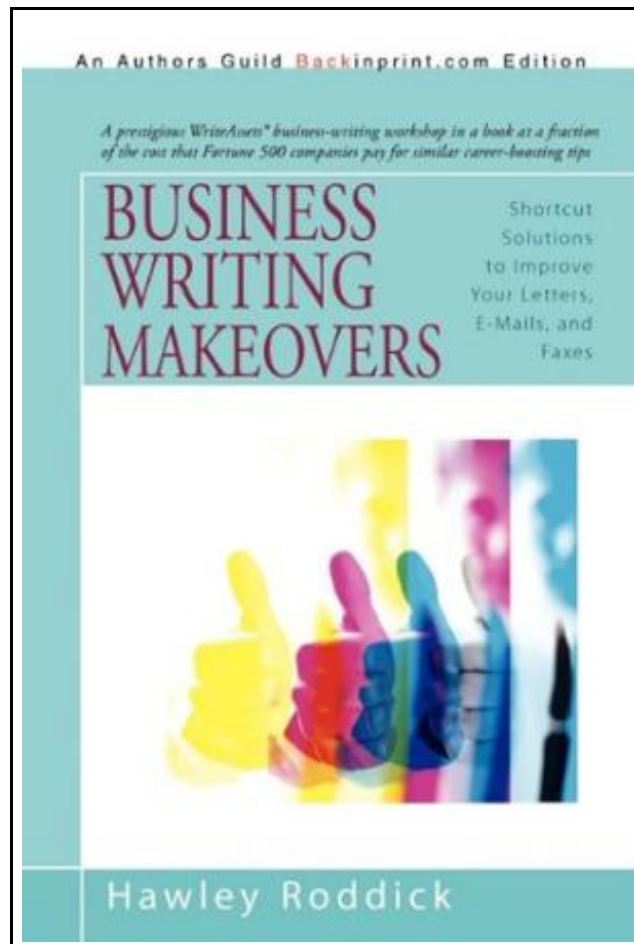


Business Writing Makeovers: Shortcut Solutions to Improve Your Letters, E-Mails, and Faxes



Filesize: 1.19 MB

Reviews

It is one of the best books. Indeed, it really is playful, nevertheless an amazing and interesting literature. It is extremely difficult to leave it before concluding, once you begin to read the book.

(Sofia Yundt)

BUSINESS WRITING MAKEOVERS: SHORTCUT SOLUTIONS TO IMPROVE YOUR LETTERS, E-MAILS, AND FAXES

DOWNLOAD



iUniverse, United States, 2011. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Do you want to save time and boost your career when you write at the office? Business Writing Makeovers: Shortcut Solutions to Improve Your Letters, E-Mails, and Faxes can help. Hawley Roddick draws on her WriteAssets(r) seminars for Fortune 500 companies to suggest various ways to write for results. She demonstrates, for example, that it is easier than you may imagine to write requests for a raise or promotion, proposals and reports, thank-you or sympathy notes, meeting minutes, e-mails, and sales letters. Business Writing Makeovers is a seminar in a book at a small fraction of a seminar s cost in terms of both time and money. Each Shortcut Solution has four parts: 1. Original that needs improvement. 2. Formula that outlines the beginning, middle, and end of a makeover. 3. Makeover that improves on the Original and serves as a model. 4. Tip Sheet that highlights widely applicable writing techniques. To meet typical business-writing challenges with style, rely on Business Writing Makeovers.



[Read Business Writing Makeovers: Shortcut Solutions to Improve Your Letters, E-Mails, and Faxes Online](#)



[Download PDF Business Writing Makeovers: Shortcut Solutions to Improve Your Letters, E-Mails, and Faxes](#)

You May Also Like



Crochet: Learn How to Make Money with Crochet and Create 10 Most Popular Crochet Patterns for Sale: (Learn to Read Crochet Patterns, Charts, and Graphs, Beginner s Crochet Guide with Pictures)

Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Getting Your FREE Bonus Download this book, read it to the end and...

[Read Book »](#)



The Voyagers Series - Europe: A New Multi-Media Adventure Book 1

Strength Through Communications, United States, 2011. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.The Voyagers Series is a new multi-media, multi-disciplinary approach to teaching...

[Read Book »](#)



Talking Digital: A Parent s Guide for Teaching Kids to Share Smart and Stay Safe Online

Createspace, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book. It is time for the digital talk. Today, kids are growing up in a wired world. Their...

[Read Book »](#)



No Friends?: How to Make Friends Fast and Keep Them

Createspace, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Do You Have NO Friends ? Are you tired of not having any...

[Read Book »](#)



History of the Town of Sutton Massachusetts from 1704 to 1876

Createspace, United States, 2015. Paperback. Book Condition: New. annotated edition. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.This version of the History of the Town of Sutton Massachusetts...

[Read Book »](#)