



Successful Business Writing -How to Write Business Letters, Emails, Reports, Minutes and for Social Media - Improve Your English Writing and Grammar: Improve Your Writing Skills - a Skills Training Course - Lots of

By Heather Baker

Universe of Learning Ltd, United Kingdom, 2012. Paperback. Book Condition: New. 230 x 190 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. Successful business writing. How to write business letters, emails, reports, minutes and for social media. Improve your English writing and grammar. Improve your writing skills. A Skills Training Course. Lots of exercises and free downloadable workbook. Dramatic changes in technology in the workplace mean we write so much more than we used to. It is vital to be able to express ourselves in a professional manner. This book enables you to plan, prepare and express your thoughts in a clear and persuasive way. This is the UK spelling version of this book. For the American spelling use ISBN 978-1-84937-074-5. The book is a course to help you practise the skills as you work through it. There is also a downloadable workbook available at . You will be able to achieve improved results through thinking about the purpose of the communication, get what you want by identifying the background and needs of your reader. You will be able to create successful text for emails, letters, minutes, reports, brochures, websites, tenders and social media. Ensure your organisation...



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