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The professional's quick-reference handbook for writing business and technical reports. Professionals in business, government, and technical fields often need help in organizing and writing reports for associates, clients, and managers. This simple tutorial handbook offers expert tips and useful ideas for organizing ideas, structuring reports, and adding spice to technical papers. *Writing Reports to Get Results* offers in-depth guidance for writing: * short, informal reports, such as job progress reports and inspection reports * semiformal reports, such as laboratory and medium-length
