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Autore	Appleman Jack E
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Sommario/riassunto	This new title addresses solutions to the root cause of poor productivity--bad communication. And how often is that communication in writing? Almost every business communication today is in some form of writing, so learn from the best, the 10-step way to successful business writing. From knowing where to take your reader to how to construct simple and clear sentences and organize your materials, this title makes it easy for everyone at every level of any organization.