



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

Hawley Roddick

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

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A renowned business editor and writing consultant shows readers how to transform ordinary e-mails, letters, memos, and reports into extraordinary business tools that garner positive and instantaneous results. Original.



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