



Lifetime Guide to Business Writing & Speaking

Jack Griffin

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In today's increasingly specialized and competitive business world, the ability to communicate creatively and persuasively is a necessary skill. This guide aims to provide business people with the skills needed to help gather support for their ideas, resolve conflicts and project an aura of confidence in all their "on-the-job" interactions. Business professionals should find practical, real-world advice on expressing themselves orally and in writing.

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