



NTC's Business Writer's Handbook: Business Communication from A to Z (NTC Publishing Group Titles)

Arthur H. Bell

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"NTC's Business Writer's Handbook" contains over eight hundred terms, concepts, examples, and practical writing and speaking hints for the business professional or student. These items are arranged alphabetically for easy access and are also indexed by category. Full-length examples are provided for a wide range of letters, memos, reports, proposals, and other documents. Hundreds of briefer examples accompany clear communication technologies, visual aids, and other communication concerns.

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