

The Gregg Reference Manual

William A. Sabin

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Patricia Goodson



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Alred, Charles T. Brusaw, Walter E. Oliu, 2010-12-22 An easy access guide to the most common types of business writing and communication The Business Writer's Companion places writing in real world context with hundreds of business writing topics and more than sixty sample documents Always anticipating the needs of today's business writers the sixth edition includes updated information on the technologies that are integral to workplace writing and offers tips about professionalism

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