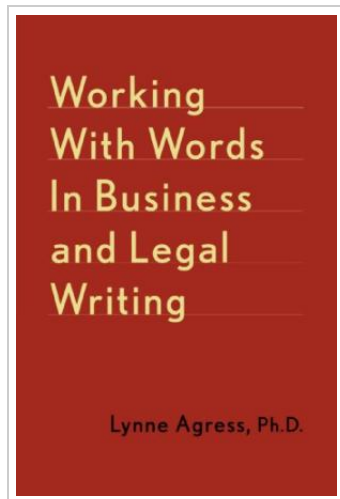



[DOWNLOAD](#)


Working with Words in Business and Legal Writing: A Guide to More Effective Business Writing

By Lynne Agress

The Perseus Books Group, United States, 2002. Paperback. Book Condition: New. 208 x 141 mm. Language: English . Brand New Book ***** Print on Demand *****.Written to help the business person gain a grammatical advantage on his or her competition, Working with Words in Business and Legal Writing is a quick and complete guide to writing clear and concise e-mails, letters, and reports. By using real-world before-and-after examples from her workshop, Dr. Lynne Agress examines and explains the most common grammatical pitfalls in business writing and helps the reader focus on avoiding confusing and incorrect language. Some of the topics Dr. Agress focuses on are: *transitional phrases / use of voice *awkward sentence structures *proper punctuation*tone*jargon and pretentious proseWith special sections on selecting a writing workshop / consultant, communicating over the Internet and editing others work, Working with Words in Business and Legal Writing provides the quickest way to clear communication for business in the twenty-first century.



[READ ONLINE](#)
[6.91 MB]

Reviews

Very good e book and beneficial one. It can be filled with wisdom and knowledge Your life period is going to be enhance when you full reading this ebook.

-- **Arlene Kemmer**

This book is so gripping and fascinating. Of course, it is actually perform, still an interesting and amazing literature. You will not feel monotony at anytime of your respective time (that's what catalogs are for about in the event you request me).

-- **Prof. Ophelia Wiegand I**