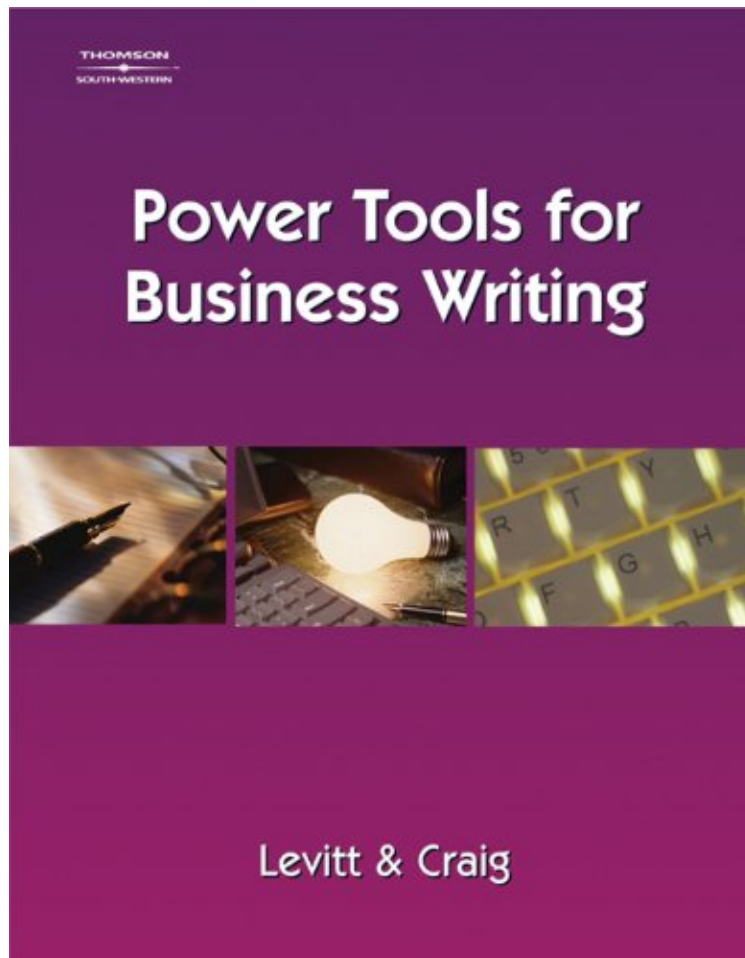


(Mobile book) Power Tools for Business Writing

Power Tools for Business Writing

Julie Griffin Levitt, Jeff Craig

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This text-workbook is divided into eight chapters designed for use in short (12-15 hours) Business Writing courses. Power Tools for Business Writing will enable students to improve clarity, organization, and accuracy of written documents, streamline writing to produce clear, concise messages, decrease the time it takes to write high quality documents, increase ability to write persuasively and influence the reader, strengthen message cohesiveness, and improve professional image of documents.