Can-do Writing: The Proven Ten-step System for Fast and Effective Business Writing

By Daniel Graham, Judith Graham

John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Can-do Writing: The Proven Ten-step System for Fast and Effective Business Writing, Daniel Graham, Judith Graham, Ten simple steps and forty-six techniques to help business professionals, engineers, and scientists write more effectively and efficiently Can Do Writing is the writing guide for the hundreds of millions of people who write documents as part of a job. A survey of 112 highly paid occupations shows that these professionals share one career-building skill: writing is essential. For twenty-plus years, Daniel and Judith Graham have trained more than 70,000 business and technical professionals to use this system. Every one of these professionals can benefit from the proven writing system described in this book because Can Do Writing gives them the skills they need to succeed. In ten steps and 46 writing techniques, the authors systematically lead business readers through analysis, composition, and editing. These steps and techniques work every time for every imaginable document, for every profession, for every subject and every client. Writing isn't easy, but Can Do Writing makes even the most complex writing project manageable. Daniel and Judith Graham (Fairfax, VA) are the founders and principals of Graham Associates,...

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