



## Webster's Business Writing Basics

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Good writing is the key to success in today's fast-paced business world. Whether making a compelling argument or apologizing for an error, following-up a job interview or declining an invitation, trying to be persuasive or playing hardball, what businesspeople say and how they say it affects how colleagues, co-workers, and clients respond. Webster's Business Writing Basics offers practical advice and easy-to-follow examples for preparing polished business and office communications that get results.

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