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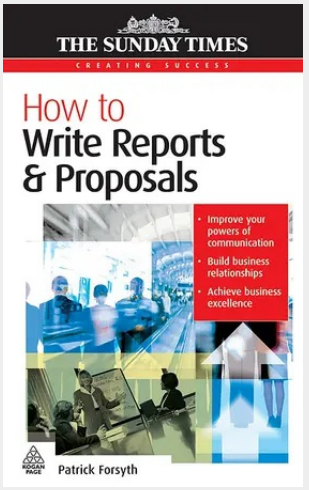
How to Write Reports and Proposals

Getting a message across on paper and presenting a proposal in a clear and persuasive form are vital skills for anyone in business. Now in its second edition, *How to Write Reports and Proposals* continues to provide practical pointers for anyone who needs to impress, convince and persuade their colleagues or clients. Using checklists, exercises and examples, it explains how to make a plan of what to write, transfer ideas onto paper and edit them to achieve the best results. There is also invaluable information on creating a good report, preparing to write, the power of language, persuasive writing and presentation. Essential reading for every business person, it will help anyone write appropriately for their target readers and create persuasive documents that will achieve the desired results.



Auf Anfrage

Nicht mehr lieferbar

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