



The Business Writer's Book of Lists

Mary A. DeVries

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What key words will help you sell a product or settle a negotiation? What are the best strategies for overcoming writer's block? Which cliches will make your readers yawn? What are the defamatory or negative words that could land you in hot water? From the basics of spelling and grammar, to subtle techniques for arousing readers' interest, to tips on editing and designing documents, to e-mail do's and don'ts, this comprehensive reference tool is a must for anyone who writes at work.

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