Can Do Writing: The Proven Ten-Step System for Fast and Effective Business Writing

Daniel Graham, Judith Graham

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- Develop a simple, five-part purpose statement to keep you on track
- Organize your main points into a coherent, sensible order
- Edit your work for clarity, coherence, organization, and logic
- Economize your words to craft a concise, powerful document
- Make your documents easily readable for any audience

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