

# Fundamentals Of Business Writing: Ebook Edition - , Yvonne V. Chabrier

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- Make sure your written words say exactly what you mean
- Identify words and phrases that get in the way of clear, concise communication
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- Use expressive words; keep sentences and paragraphs short; keep thoughts simple
- Use techniques that involve the reader and create the feeling of personal communication
- Format documents so they're inviting to look at and easy to read.

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