



Write to the Point

Salvatore Iacone

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Write to the Point Salvatore Iacone

This book presents proven techniques that will enable greater ease, proficiency, and clarity in writing. The conversational, instructional format walks you through the actual stages of the writing process--from planning and writing the first draft to editing and proofreading. This handbook also includes helpful guidelines to correct punctuation; lists of often-confused words; and step-by-step procedures for generating effective e-mail, memos, letters, and reports.

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