



Elements of Business Writing: A Guide to Writing Clear, Concise Letters, Memos, and Reports

By Gary Blake, Robert W. Bly

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- Sales Rank: #216821 in Books
- Published on: 1992-08-11
- Original language: English
- Number of items: 1
- Dimensions: 8.00" h x .40" w x 5.50" l, .41 pounds
- Binding: Paperback
- 140 pages



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