



MBA Fundamentals Business Writing (Kaplan Test Prep)

Timothy E. Flood

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Need to summarize a meeting for your boss? Send an email that alerts the recipient to a change in plans? Formally respond to a customer's query? The way you word, format, and transmit business correspondence directly affects the results you'll get.

This handy guide provides thorough, straightforward guidance on the writing issues you frequently encounter. You'll learn all of the business writing basics, including:

- How to organize your writing for maximum efficiency
- Essential guidelines for enacting a professional tone and presence
- Helpful strategies for ensuring proper use of punctuation and grammar
- Practical techniques for the layout of your text and embedded visual objects
- Best practices for print and electronic communications, including memos, letters, reports, and emails

Kaplan MBA Fundamentals

From the #1 graduate test prep provider, *Kaplan MBA Fundamentals* helps you to master core business basics in a few easy steps. Each book in the series is based on an actual MBA course, providing direct and measurable skills you can use today.

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A lot of people always spent their particular free time to vacation or go to the outside with them household or their friend. Do you realize? Many a lot of people spent they free time just watching TV, or playing video games all day long. If you want to try to find a new activity this is look different you can read a book. It is really fun for you. If you enjoy the book that you just read you can spent the entire day to reading a reserve. The book MBA Fundamentals Business Writing (Kaplan Test Prep) it doesn't matter what good to read. There are a lot of folks that recommended this book. These were enjoying reading this book. Should you did not have enough space to bring this book you can buy the particular e-book. You can m0ore simply to read this book from your smart phone. The price is not too costly but this book offers high quality.

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