

A close-up photograph of a person's hand typing on a white computer keyboard. The background is a blurred world map. A semi-transparent text box is overlaid on the lower half of the image.

**BUSINESS COMMUNICATIONS
BASICS: A GUIDE TO CONCISE
WRITING AND CORRECT STYLE**

Gerald Levitch

Business Communications Basics A Guide To Concise Writing And Correct Style

Michael C. Thomsett



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