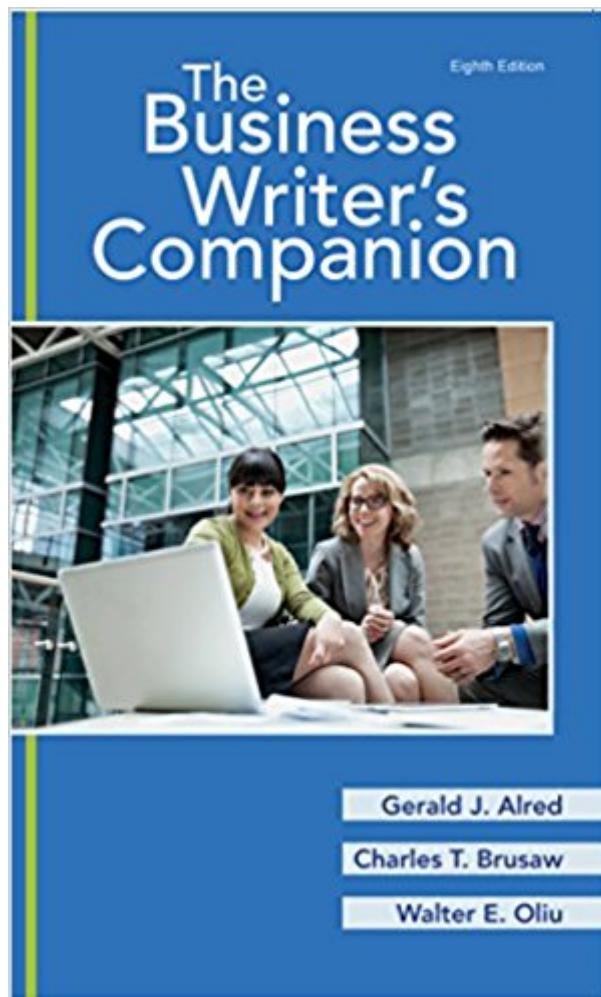


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# The Business Writer's Companion



## Synopsis

The Business Writer's Companion is the best guide to the business writing essentials that help students land, navigate, and stand out on the job. Affordable and concise, it's a comprehensive reference that covers the writing process and features more than 60 real-world sample documents. The seventh edition retains the book's intuitive, easy-to-use organization while adding new coverage of social media, and new e-Pages take advantage of what the Web can do with useful digital tips and sample documents. Anticipating the needs of today's business writers, this is a reference with real-world value, usefully building skills that students carry into their professional careers.

## Book Information

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