



The Perfect Memo!: Write Your Way to Career Success!

Patricia H. Westheimer

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The Perfect Memo!: Write Your Way to Career Success! Patricia H. Westheimer

Good, effective writing can help your career. This tutorial introduces SPEAKWRITE, a five-step approach to writing developed by the author. This unique and easy-to-understand system will help you develop personal action plans for creating memos, letters, reports, proposals--anything you need to communicate in writing.

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