

<<写作交流>>

图书基本信息

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## 内容概要

Knowing how to produce effective written communications—proposals, executive summaries, important emails—is more crucial than ever for today’s managers. In *Written Communications That Inform and Influence*, readers will find powerful tools for crafting communications that get results. Experts provide suggestions for structuring your written pieces, striking the right tone and style, and avoiding all-too-common grammar goofs and gaffes. The *Results-Driven Manager* series collects timely articles from *Harvard Management Update* and *Harvard Management Communication Letter* to help senior to middle managers sharpen their skills, increase their effectiveness, and gain a competitive edge. Presented in a concise, accessible format to save managers valuable time, these books offer authoritative insights and techniques for improving job performance and achieving immediate results.

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