



How to Write Reports and Proposals (Creating Success)

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The importance of clear and concise communication is paramount in business relations. The fourth edition of *How to Write Reports and Proposals* continues to provide pointers for anyone who needs to impress, convince, or persuade colleagues or clients. It explains how to improve writing skills, think constructively before writing, and use clear and distinctive language. It also includes new guidance on deciding what to include and emphasize in a report and how to write succinctly in an impactful manner across a variety of mediums.

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