

Style Guide: For Business and Technical Communication

By Franklin Covey Company



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Used by hundreds of colleges and universities as a textbook for writing courses, this guide contains a proposed syllabus, complete curriculum design, and reproducible handouts and exercises for class use. An invaluable time saving tool. "This superb guide is a useful, hands-on tool that can teach you to communicate more effectively and efficiently in today's business world".--Dr. Stephen R.



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