



E-Mail: A Write It Well Guide--How to Write and Manage E-Mail in the Workplace

Janis Fisher Chan

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In today's fast-paced, competitive business environment, everyone needs to communicate clearly and use time productively. *E-Mail: A Write It Well Guide* is a user-friendly book that is filled with guidelines, tips, and tools. Discover how to write professional e-mail that gets results, make better use of e-mail time, and avoid problems that can be costly. The book includes questions and exercises.

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Thomas Daniels:

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