



# **Write Like a Pro: Ten Techniques for Getting Your Point Across at Work (and in Life)**

*Carl Hausman*

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For those looking to become great business writers, this practical guide supplies clear instruction and examples of how to organize thoughts into written form, impart information with pinpoint accuracy, persuade, and hold the reader's interest: in short, to use language to get what you want.

- Presents a clear, no-nonsense guide to excellent writing using easily grasped tricks and techniques employed by top writers
- Encapsulates these key writing methodologies in ten basic techniques, each broken down into ten actionable steps
- Provides an immediate "take-away" and valuable, practical advice for becoming a better writer in each paragraph
- Describes and demonstrates the steps in a way that is memorable and even enjoyable to learn



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