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*Fiona Talbot*

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# Make an Impact with Your Written English: How to Write Presentations, Reports, Meetings Notes and Minutes (Better Business English)

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Writing effective business English is about creating clear, concise messages and avoiding verbosity; but the fewer words there are, the more important it is to get them right.

This volume in the “Better Business English” series focuses on presentations, reports, note-taking, PR writing, technical writing, and writing for the web. *Make an Impact with Your Written English* helps non-native speakers write business English in a confident and competent voice.

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