



Can Do Writing: The Proven Ten-Step System for Fast and Effective Business Writing

Daniel Graham, Judith Graham

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Luckily, you don't need an English degree to produce top-class writing. If you're one of the millions of people who have to write clear, persuasive, understandable documents for your job, *Can Do Writing* is for you. Whether you're writing a business plan, a scientific paper, a press release, or anything else, this simple, straightforward guide will show you how to do it quickly, with style and confidence. You'll learn how to:

- Understand your audience and subject matter
- Develop a simple, five-part purpose statement to keep you on track
- Organize your main points into a coherent, sensible order
- Edit your work for clarity, coherence, organization, and logic
- Economize your words to craft a concise, powerful document
- Make your documents easily readable for any audience

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