



**Editing For Business & Government Professionals:
Tools to Help You Improve Your Writing, So You
are More Successful on the Job. (The Effective
Writing for Business & Government Series)
(Volume 2)**

Robert B Rice

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In this book you will learn a time-tested, three step process for reviewing any document quickly and thoroughly. You will produce better documents in less time.

In addition, you will learn how to editing other people's writing and how to give them feedback in a way that will help them improve without upsetting them.

Specifically, **you will be able to:**

- Edit your documents faster while producing better documents.
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