



# **The Classic Guide to Better Writing: Step-by-Step Techniques and Exercises to Write Simply, Clearly and Correctly**

*Rudolf Flesch*

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Every phase of writing is addressed in this authoritative, practical guide. Specific topics include: organizing information, discovering a personal voice, enhancing readability and checking grammar and spelling.

Featuring hundreds of exercises and written in a relaxed, entertaining style, this is the perfect aid for the many Americans who wish to improve their communication skills in both their business and personal lives.

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