



The Everything Improve Your Writing Book: Master the written word and communicate clearly

Pamela Rice Hahn

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Do you struggle with research papers for school? Is business writing one of your weak areas? Are you at a loss for what to include in thank-you notes? *The Everything Improve Your Writing Book, 2nd Edition* can help! With a few simple rules and a little guidance, you, too, can write clearly and concisely.

Publishing professional **Pamela Rice Hahn** outlines simple steps for you to follow for various types of writing, including:

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With this practical guide, you'll learn to choose the appropriate tone, use the correct format, and communicate effectively. Whether for school, for work, or just for fun, writing will be a chore no more!

Pamela Rice Hahn is the author of *The Everything Writing Well Book* and *Alpha Teach Yourself Grammar and Style in 24 Hours* and coauthor of *Writing for Profit*. Hahn's work has appeared in *Glamour*, *Country Living*, *Business Venture*, *Current Notes*, and other national publications. She lives in Celina, OH.

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