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There's as much style and skill needed to write a memo as a poem. As much talent needed to write a proposal as a novel. This chart shows you the specific differences between tech skills and "artistic" ones, and how to acquire and use those, and other, basic skills and talents to make you a best selling writer. Some of the topics included are: Basic Letters, Memos, Cover Letters, Recommendations, Reports, Proposals, Layout & Design, Utilization of Visual Aids, Headings and Collaborative Writing.

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