

## Writing for readability

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Deskripsi Lengkap: <https://lib.ui.ac.id/detail?id=20441034&lokasi=lokal>

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### Abstrak

This Infoline will tackle the readability issue more appropriately by discussing guidelines for mastering clear and concise sentences in your workplace writing.

Contents :

- Identify your reader
- How to write better sentences
- Find a workplace writing process
- What next?
- References & resources
- Job aid