E Mail A Write It Well How To Write And Manage E Mail In The Workplace

Covers all aspects of this highly popular form of communication and provides guidance on knowing what e-mails to send, what not send, how to write something effectively, responding with style, and adopting a time management system for dealing with an overloaded inbox. Original.

Natalie Canavor presents a step-by-step system that shows what to say and how to say it, along with practical techniques to improve writing skills. The book builds confidence, and provides a solid foundation that applies to traditional media such as letters and proposals, and also to email, blogs, web sites, social media and PowerPoint. Readers develop tools to keep improving on their own, and to handle new communication channels as they emerge.

Annotation Designed for anyone who uses e-mail at work or to conduct business, E-Mail: A Write It Well Guide offers practical strategies, tips, and techniques for writing e-mail that communicates clearly and concisely to specific audiences; managing e-mail efficiently; presenting a professional image; and more. Write It Well (formerly Advanced Communication Designs) has been teaching people to write clearly for nearly 25 years. Other books in the series include Professional

Writing Skills, Grammar for Grownups, How To Write Reports and Proposals, and Just Commas. For more information: www.writeitwell.com.

Berger's slim, user-friendly volume on academic writing is a gift to linguistically-stressed academics. Author of 60 published books, the author speaks to junior scholars and graduate students about the process and products of academic writing. He differentiates between business writing skills for memos, proposals, and reports, and the scholarly writing that occurs in journals and books. He has suggestions for getting the "turgid" out of turgid academic prose and offers suggestions on how to best structure various forms of documents for effective communication. Written in Berger's friendly, personal style, he shows by example that academics can write good, readable prose in a variety of genres.

Morris explains the essentials of good business writing and clear communication, whether sending a short e-mail or a 16 page report. Using examples, explanations and exercises, the book demonstrates how to structure correspondence from start to finish, keeping the writing as clear as possible and using correct sentence construction and grammar.

Clear and persuasive writing holds the key to career success and advancement. Yet, far too few people have learned the styles and strategies that are essential for successful business writing. Business

Writing for Results, written by one of today's most popular and motivational business writing trainers, outlines an easy-to-use and easy-to-remember three-step system for crafting letters, proposals, E-mails, reports, and memos that are powerful and persuasive and guaranteed to produce results. Sit down at the keyboard and cinch that deal! Press the send button and get the account! Writing skills are more important than ever in determining business success. They can make the difference between climbing the corporate ladder and getting stuck on a low rung. An e-mail that's clear, concise, and targeted will get more than just a response -- it will get results ... including your boss's attention! No matter what the business or sector, top communication skills are in major demand. Why? Because businesses are bogged down with e-mails that are too long, wordy, and unclear. Instead of wasting time rewriting, clarifying, and still miscommunicating, write it once, write it right, and get the job done the first time. The Executive Guide to E-mail Correspondence will show you how to rapidly transform basic writing skills into global communications expertise. Geared to the computer-toting professional with little patience for instructions and explanations, The Executive Guide to E-mail Correspondence fills the gap between academic training and real-world writing by providing you with a range of e-mail templates that you can instantly

adapt to your business needs. Written in a fresh and lively, here's-how style, The Executive Guide to E-mail Correspondence: -Demonstrates the hallmarks of effective business e-mails.-Features ready-to-use organizational plans.-Presents quick and easy editing techniques.-Furnishes before-and-after editing models.-Focuses on the do's and don'ts of proficient e-mails.-Supplies practical writing tips and tricks. The Executive Guide to E-mail Correspondence is a must-have book for anyone who wants to fast-forward his or her career in any business or industry. Dawn-Michelle Baude is an international corporate speaker specializing in global communications. She has lectured throughout Europe and Asia to businesses and alumni groups alike. An accomplished professional, she has written copy for Gucci perfumes and feature articles for Reader's Digest and Vogue. She also co-authored a self-help bestseller, Savoir Dire Non (Flammarion 2006). In 2000, she began working as a writing consultant for IBM Corp. She holds an M.A., an M.F.A., a D.E.A. and a Ph. D. in English. A 2005-06 Senior Fulbright Scholar in Creative Writing, she teaches at the American University of Paris.
This book is a collection of nearly 250 shortened or adapted business letters that were actually emailed, faxed, or posted. While the letters vary in complexity and length, all samples are comprised of straightforward sentences that upper intermediate

readers of English as a second language should have no difficulty understanding and using. The book should also be useful for native English speakers seeking a fundamental approach to written business communication and for teachers in need of business-writing source material and exercises. The book is divided into three parts: Part 1: Letter samples and answers to the exercises (usually letter revisions). Part 2: Exercises (original letters, situational assignments, and sequencing assignments). Part 3: Hotel and travel matters.

E-mail and computer keyboards may have replaced dictation and typewriters in the business world, but the importance of clear and effective written communication has never been greater. In her all-new book, business-writing expert Sheryl Lindsell-Roberts offers practical advice on writing messages guaranteed to get results. Drawing on her experience leading writing workshops for Fortune 500 companies, Lindsell-Roberts walks the reader through a variety of letter-writing exercises and shows how a well-crafted message can make any writer stand out in the crowd. Getting from a blank page or screen to a results-oriented message is easy with Lindsell-Roberts's proven Six Step Process. And numerous tips and reminders help make the central point that a successful message should always focus on what the primary reader needs to know. Best of all, Strategic Business

Letters and E-mail is designed to save the user time and effort. Specific chapters on such areas as sales and marketing, customer relations, and personal business offer hundreds of sample letters, memos, and e-mail messages that can be used verbatim or with minimal alteration to fit a particular circumstance. Opening this invaluable book is the first step to jump-starting effective business communication.

Write for Business, an award-winning business writing and communication resource for professionals in every business field, helps promote effective written and oral communication skills. The easy-to-follow format includes guidelines, models, checklists, and templates to help you save time drafting, revising, and proofreading. Based on the "Seven Traits of Good Writing," Write for Business teaches employees and students to write clear and engaging e-mail messages, project reports, presentations, proposals, and more. The accompanying Companion CD features additional models, interactive lessons and exercises, and Microsoft Word templates, all in an easy-to-use electronic format. The Companion CD helps you improve your writing and communication skills on an individual basis. The Companion CD also includes an eBook version of Write for Business. This electronically searchable version of the print book features hypertext links to get you directly to the

material you need. Because Write for Business and the Companion CD are integrated, you can access information in whichever format you prefer. Writing for Litigation, Second Edition, explains and shows students how to draft litigation documents like a lawyer. Because litigation practice can't be boiled down to just a few forms, this text provides drafting instruction for the full range of documents used in litigation practice. Authors Kamela Bridges and Wayne Schiess systematically address how audience, purpose, strategy, and ethics factor into the content and tone of effective legal writing at every stage of a case—from client engagement letters to motions, discovery, affidavits, and jury instructions. Students will develop an understanding of the tone and content appropriate to their strategic objectives and their audience. The authors' backgrounds in legal practice shed light on lawyering skills in Practice Tips throughout the text. New to the Second Edition: Discussion of the ethical principles that govern each type of document, tied to the Model Rules of Professional Responsibility Text and examples that reflect the trend toward electronic filing of documents Revised treatment of discovery issues that reflect changes to the Federal Rules of Civil Procedure Sample e-mail letters to a client and opposing counsel How to communicate professionally with text messages Updated cover and page design that offer a new, modern look and

more reader-friendly experience Professors and students will benefit from: Broad coverage of both common documents such as pleadings, discovery requests, and motions; and of ancillary documents such as demand letters, client communications, and affidavits Practical tips and advice on strategic legal drafting, writing unambiguously, and diversity sensitivity Clear guidance to the component parts of each type of document A complete set of sample documents in the Appendix

This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures. The book, an updated and expanded version of the previous (fourth) edition, is divided into seventeen sections, covering such topics as law office organization, management, and administration, support personnel, office polices, personnel policies and benefits, office security and emergency procedures, financial management, file systems, technology, and communications systems. The book contains numerous sample forms and documents, as well as extensive bibliographies. A CD containing the entire text of the manual is included, allowing customization of the manual for particular user needs.

There is little doubt that online technologies have transformed the way business operates in recent years. And in this age of such advanced technology,

email is still the most preferred and often most efficient form of communication, but yet regrettably many organizations treat this very important form of business communication casually and lightly. With the average professional sending 40 emails per day and receiving 121, there is definitely a chance to move fast in email communication, thus overlooking fundamental email etiquette rules. This means that you have 40 opportunities to market yourself and your business in those individual emails you send, every single day. A recent study found that the average adult spends approximately 5 hours a day checking email: 3 hours checking work email and 2 hours checking personal email. This time is spent reading and composing hundreds of messages at a very fast pace –obviously leaving a lot of room for error. These errors can lead to missed opportunities or appearing totally unprofessional. You would have experienced many replying to emails late or not at all or even sending replies that do not actually answer the questions being asked. This can cause a potentially damaging effect on the image of the organization, resulting finally in a loss of business. There are basically 3 key entrances to any business: 1. The front door (face- to-face-walk-in-customers or customers solicited by your sales personnel) 2. The telephone and 3. The net. And the chances are that, if either of these are NOT handled properly, you have lost your customer forever! Think of this for a

moment: If most of the business coming in is through the net, and if your organization is able to deal professionally with email, then this will most certainly result in your organization having that all important competitive edge. On the other hand, if not handled the right way, then in the very first instance, chances are that you have lost a customer- and it could even be forever. And remember word of mouth travels fast today- thanks to the social media platforms. So this is where the importance of educating your employees can help, thus protecting your company from awkward liability issues as well. By having employees use appropriate, business like language and etiquette in all electronic communications, employers can limit their liability risks and improve the overall effectiveness of the organization, thus resulting in greater returns with a professional image and branding. Therefore, when it comes to any material or correspondence being sent out from your organization, it is of vital importance to convey the right message in the right way- to ensure that this creates the right impression that you are a credible, professional enterprise and one that will be easy and a pleasure to do business with. And remember you only have that one chance to make that first impression which will be invaluable to building trust and confidence. So like any tool or skill, it is important therefore that organizations take the time to provide the right support to ensure and enable

staff to effectively integrate the right online tools and skills into their daily work routine, and gain maximum benefit. It is also vital that organizations develop internal policies to guide employees on the correct use of such online communications, to cover issues such as personal use, privacy, monitoring, downloading of content, access by third parties, and illegal use of the internet to avoid any embarrassment or awkward liability issues that can otherwise arise. This little book: 'The Professional Business Email Etiquette Handbook & Guide' comes to you at such a crucial time as this, when the world is going through a pandemic and one needs to be all the more sensitive especially with the right etiquette. So I believe that this will immensely help in equipping you and your team with the essential skills and techniques necessary for managing and structuring emails and writing professionally. So here's to how to Write Right- the Email Way! ??????????????????

Many English language learners (ELLs) require extra support to become successful writers. This book helps teachers understand the unique needs of ELLs and promote their achievement by adapting the effective instructional methods teachers already know. Engaging and accessible, the book features standards-based lesson planning ideas, examples of student work, and 15 reproducible worksheets, rubrics, and other useful materials. It describes ways

to combine instruction in core skills with ample opportunities to write and revise in different genres. Invaluable guidance is provided for assessing ELLs' writing development at different grade levels and language proficiency levels.

How to Write Effective Business English gives guidance to both native and non-native English speakers on how to express yourself clearly and concisely. With case studies and real-life examples that demonstrate how English is used internationally in business, and full of ideas to help you get your communications right first time, How to Write Effective Business English sets the scene for describing the benefits of good Business English, ideal for multinational companies where communication is a priority. For native English speakers, it may mean un-learning things you were taught at school and learning how to save time by getting to the point more quickly in emails; for elementary to immediate English speakers, it focuses on the areas that are easy to get wrong. How to Write Effective Business English draws on the author's wealth of experience, using real-life international business scenarios to develop your skills and provide you with some answers that even your boss might not know. You will learn a system to help you quickly and easily write emails, letters, CVs and more. Featuring sections on punctuation and grammar, checklists to help you assess how you are

getting on before moving on to the next stage and now with a new chapter on how to write effectively for social media, How to Write Effective Business English has been praised by both native and non-native writers of English as an indispensable resource.

Are you frustrated with the amount of time you spend managing your emails every day? Don't Reply All will show you how to use email more efficiently. Most employees spend over 11 hours a week reading and replying to emails. In this book, you'll learn how to spend less time and make your messages more effective. You'll get research-based guidelines for improving the way you communicate with your team members. Here is a partial list of what's covered: How to use the "3Ws" to clearly assign tasks in emails and get things done. Four recommendations to help you create powerful subject lines to ensure that your emails are read. How to use "If...then..." statements in your messages to improve clarity, increase accountability, and reduce the amount of follow-ups. Tips to show you how to format your email so readers will easily be able to see the most important parts of your message. How to list questions and present options instead of asking open-ended queries to reduce back & forth emails. How to improve your email open-rate by using the "Delay Delivery" feature to schedule your emails in advance. Here's what's included in the book: Tactic

#1: Assign Tasks in an Email Using the "3Ws" Tactic #2: Write the Perfect Subject Line Tactic #3: TL;DR - Write Emails That are Five Sentences or Less Tactic #4: Break Long Emails into Two Parts Tactic #5: Make Your Emails Scannable Tactic #6: Show Instead of Tell by Attaching Screenshots Tactic #7: Spell Out Time Zones, Dates, and Acronyms Tactic #8: Use "If...then..." Statements Tactic #9: Present Options Instead of Asking Open-Ended Questions Tactic #10: Re-Read Your Email Once for a Content Check Tactic #11: Save Drafts of Repetitive Emails Tactic #12: Write It Now, Send It Later Using Delay Delivery Tactic #13: Don't Reply All (Unless You Absolutely Have To) Tactic #14: Reply to Questions Inline Tactic #15: Reply Immediately to Time-Sensitive Emails Tactic #16: Read the Latest Email on a Thread Before Responding Tactic #17: Write the Perfect Out-of-Office (OOO) Auto Reply Tactic #18: Share the Rules of Email Ahead of Time Free Bonus As a free bonus for purchasing this book, you'll get a downloadable cheat sheet (a PDF file) that summarizes the content on one single page. You'll also get a PowerPoint presentation (a PPT file) that also summarizes the tactics in the book, but in more detail so you can share the deck with your team. Would you like to learn more? Download Don't Reply All now to get started right away. Scroll to the top of this page and click on the "buy button. ??????????? ????????? 20???????????????????

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Are you guilty of e-mail "trigger finger"? Do you constantly "cc" people you never even see? What are today's rules for conducting business over the Internet? Now, The Elements of Style meets "the Miss Manners of memos" in the ultimate writing guide for the digital age. In an era when written

communication in the workplace is more crucial than ever, at a time when many professionals all but completely eschew face-to-face dealings, E-writing is poised to become the new bible of business writing. Accessible and inviting, this Web-savvy "how-to" book promises to transform anxious e-mail hacks and mediocre memo writers into eloquent electronic scribes in no time at all. Inside, you will learn how to: combat counterproductive e-mail habits write authoritatively and persuasively, with a clear message that generates quick action handle e-mail and letter correspondence efficiently and effectively select an appropriate style for the audience you're addressing heighten your professional image, self-confidence, and career prospects. Practicing what she preaches, award-winning communicator and bestselling author Dianna Booher writes in a refreshingly straightforward style and has organized E-writing to make on-the-spot referencing a snap. Keep it handy; refer to it often -- and your online mailbox will never be the same again.

Updated with new sections on handheld etiquette, a guide to electronic communication addresses the art of composing electronic memos, notes, reports, and letters, and the challenges of writing an effective email.

Engineers must possess a range of business communication skills that enable them to effectively communicate the purpose and relevance of their

idea, process, or technical design. This unique business communication text is packed with practical advice that will improve your ability to— Market ideas Write proposals Generate enthusiasm for research Deliver presentations Explain a design Organize a project team Coordinate meetings Create technical reports and specifications Focusing on the three critical communication needs of engineering professionals—speaking, writing, and listening—the book delineates critical communication strategies required in many group settings and work situations. It demonstrates how to integrate a marketing strategy into every facet of engineering communication, from presentations, visual aids, proposals, and technical reports to e-mail and phone calls. Using situational examples, the book also illustrates how to use computers, graphics, and other engineering tools to effectively communicate with other engineers and managers.

Covers E-mail, from how to send, file and secure documentation. It also examines the E-mail packages available

Provides activities and opportunties for students to develop knowledge and understanding in the use and operation of computers and to explore and discuss the use of computer technology in everyday situations. For 6-8 year-olds. Blackline Masters.

A guide that shows how to : understand how email works; write effective business messages; prevent

viruses; develop an email policy; send secure messages; create online newsletters and discussion groups; build your emailing list; use email to promote your business; manage your email system and reduce email overload.

"Your email behavior has the potential to make or break you, both personally and professionally." Email Writing: Advanced (c). How to Write Emails Professionally. Advanced Business Etiquette & Secret Tactics for Writing at Work. Produce Professional Emails, Business Letters, Proposals & Reports Marc Roche's new business English book focuses exclusively on email writing for work and business. This book is about business email writing that works for you and your company. It includes exclusive VIP access to business letters + business letter templates. Email etiquette lessons will guide you through the basics and the not so basics of emailing your colleagues, bosses and clients. You can also download Marc Roche's Starter Library with 700+ Business English Resources FOR FREE and get a FREE Professional Writing Course on How to Write Emails Professionally. What you will get in this email writing book: The 14 Essential Rules of Email Etiquette How to Skyrocket Your Email Productivity Creating a Positive Email Routine The Ultimate Email Processing System Key Language Principles of Writing Emails Negative Words You Should Avoid Using if Possible Being Specific in Your Emails Proposals & Persuasive Emails Guiding Your Audience Paint the Picture! Use Analogies How to Craft your Message How to Achieve Maximum Effect 5 Phrases That Move People to Action

(Perfect for Email Negotiations, Marketing & Sales) The Six Formulas for Expressing Benefits The Power of Odd Numbers How to Use Bullet Points to Maximum Effect Email Writing Voice & Style Company Introduction Example Cover Letter Example Welcome Email Example How to Add Personality to Your Emails Increase Your Credibility Graphs Statistics Quotes How to Use Graph Data in Your Emails Data Resources & Tools General Data/Research Academic Studies/White Papers Financial Data Government/World Data Social Data Health Data

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"Writing History in the Digital Age began as a one-month experiment in October 2010, featuring chapter-length essays by a wide array of scholars with the goal of rethinking traditional practices of researching, writing, and publishing, and the broader implications of digital technology for the historical profession. The essays and discussion topics were posted on a WordPress platform with a special plug-in that allowed readers to add paragraph-level comments in the margins, transforming the work into socially networked texts. This first installment drew an enthusiastic audience, over 50 comments on the texts, and over 1,000 unique visitors to the site from across the globe, with many who stayed on the site for a significant period of time to read the work. To facilitate this new volume, Jack Dougherty and Kristen Nawrotzki designed a born-digital, open-access platform to capture reader comments on drafts and shape the book as it developed. Following a period of open peer review and discussion, the finished product now presents 20 essays from a wide array of notable scholars, each examining (and then breaking apart and reexamining) how digital and emergent technologies have changed the ways that historians think, teach, author, and publish"--
Make email work for you, not against you. The guidelines and techniques in this book will make that happen. -Author is widely published and a leading teaching specialist.-Book provides easy to follow methods to

writing better emails-Covers the do's and don'ts, checklists, tests, simple rules, fast facts and common myths of email writing -Templates for effective emails in various scenarios

E-mailA Write it Well Guide : how to Write and Manage E-mail in the Workplace

E-mail is more prevalent today than ever before. Its instantaneous nature makes it a convenient, time-saving tool for businesses. However, it is also more important than ever to take the time to write messages that are secure as well as clear and error-free. The revised edition of Writing Effective E-Mail includes an added emphasis on how to avoid workplace disasters such as lost sales, customer-service nightmaresand in the worst cases, lawsuits and financial lossestriggered by careless or poorly written e-mail. This book will also guide you in writing a comprehensive and effective e-mail policy for your organization.

How to Write Effective Business English gives guidance to both native and non-native English speakers on how to express yourself clearly and concisely. With case studies and real-life examples that demonstrate how English is used internationally in business, and full of ideas to help you get your communications right first time, How to Write Effective Business English sets the scene for describing the benefits of good Business English, ideal for multinational companies where communication is a priority. For native English speakers, it may mean un-learning things you were taught at school and learning how to save time by getting to the point more quickly in emails; for elementary to immediate

English speakers, it focuses on the areas that are easy to get wrong. How to Write Effective Business English draws on the author's wealth of experience, using real-life international business scenarios to develop your skills and provide you with some answers that even your boss might not know. You will learn a system to help you quickly and easily write emails, letters, CVs and more. Featuring sections on punctuation and grammar, and checklists to help you assess how you are getting on before moving on to the next stage, How to Write Business English has been praised by both native and non-native writers of English as an indispensable resource.

Write e-mails: faster ... purposefully ... thoroughly ... clearly ... concisely ... correctly. Manage your e-system: filing ... attaching ... copying ... initiating ... responding ... forwarding.Its all here in THE ART OF E-MAIL WRITING: a powerful, workable, and reliable method for: jump-starting the writing process without cluttering your mind getting to the point without missing a beat laying out your ideas without overloading your readers keeping a fresh style without breaking the rules PHILIP VASSALLO has taught writing for over 25 years, evaluated the writing of thousands of professionals across the entire spectrum of the corporate hierarchy, and developed and delivered writing training programs for a wide range of administrative, technical, and managerial professionals in corporate and government environments throughout the United States. He has also provided individualized writing coaching and assessment services for numerous corporate employees. Phils book

THE ART OF ON-THE-JOB WRITING, also published by First Books, provides a groundwork for writing effectively and efficiently regardless of the writers position. Phil holds a bachelors degree in English from Baruch College, a masters in education from Lehman College, and a doctorate in educational theory from Rutgers University.

Do you need to polish up your 'cybergrammar skills'? Although clear communication via electronic mail is now an essential part of almost every business, surprisingly few people know how to write an effective e-mail, so that Nancy and Tom Flynn's new guide looks set to become an office essential. Their handbook proceeds from first principles (is e-mail the appropriate communication tool for every message?) and goes on to demystify the whole subject, showing users how to: create e-mail that conveys the right tone; avoid the pitfalls of e-mail; understand formatting; manage their e-mail (from messages to viruses).

E-mail is a popular form of communication. People use it to chat with friends and conduct business. The activities in this book will teach readers what it takes to write e-mail for any situation.

E-mail is a powerful marketing communications tool which excels at developing relationships with existing customers and acquiring new customers. This second edition builds on the author's successful formula, describing a practical approach

to e-mail marketing for all marketers looking to exploit its potential or take their e-mail to the next level. Total e-Mail Marketing 2e draws on expertise and latest examples from leading European practitioners to detail practical tips to improve campaign results. Packed with brand new case studies and checklists to get you started or improve on past campaigns, the book covers all aspects of e-mail marketing, including: * Planning effective, integrated e-mail campaigns and e-newsletters * How to rapidly build a quality house list and select the best tools to manage it * Ethical and legal constraints in a fast-moving sector * Design and write HTML and text format e-mails for maximum response * Getting through the SPAM filters to maximize deliverability * Targeting, personalizing, measuring and improving e-mail campaigns * Integrating emerging technologies like blogs, RSS and mobile messaging * Practical dos and don'ts A vital supplement to the author's book e-Marketing eXcellence, also in its 2nd editon and co-written with PR Smith, this text is relevant to all marketers – specializing in e-marketing or not – as it offers an integrated campaign perspective and shows how to maximize integrated e-marketing results.
The book is the updated version of E-Mail: A Write It Well Guide. In today's fast-paced, competitive business environment, everyone needs to communicate clearly and use time productively. E-

Mail: A Write It Well Guide is a user-friendly book that is filled with guidelines, tips, and tools. Discover how to write professional e-mail that gets results, makes better use of e-mail time, and avoids problems that can be costly. The book includes questions and exercises. The updated version includes a section on using instant messaging and handheld devices. Used by individuals, corporations, and trainers, this is a must-have for anyone who writes e-mail at work.

Describes how to write a variety of letters, including thank-you letters, letters to a pen pal, and letters to officials, along with tips on composing emails, party invitations, and writing in code.

A practical guide to drafting time-saving and effective e-mails, faxes, and memos for every occasion comes complete with three hundred model letters and instructions for adapting each one to fit a particular need. Original.

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Gilbert??????????Stumbling on Happiness??? ????? ???Dan Heath???????????Switch????? ?????????????????????? ?? Amanda Ripley?????????????The Smartest Kids in the World??? ???????????????????????????????????? ?????????????????????David Shenk????????????The Genius in All of Us???

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