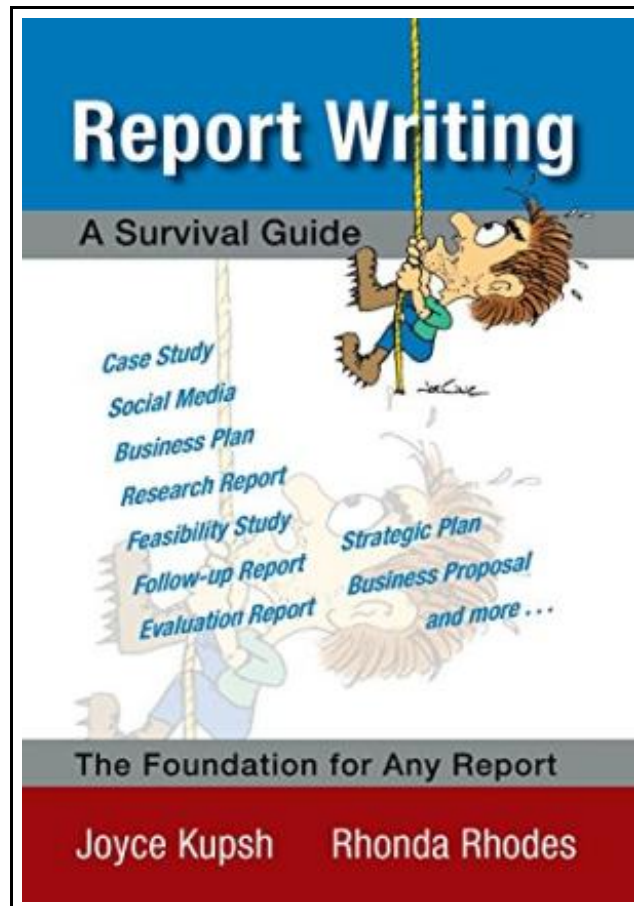


## Report Writing: A Survival Guide (Hardback)



Filesize: 8.05 MB

### **Reviews**

*This written publication is fantastic. This can be for anyone who statte that there had not been a well worth reading through. I realized this pdf from my i and dad recommended this publication to discover.*

*(Maye Schoen)*

## REPORT WRITING: A SURVIVAL GUIDE (HARDBACK)



Xlibris Corporation, United States, 2015. Hardback. Book Condition: New. 239 x 160 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. Employers continue to say that written and oral communication skills are the most important skills for employees. This book presents the basics for writing any kind of report, such as research reports, proposals, case studies, business plans, technical reports, feasibility studies and more. Both novice and experienced writers will benefit from the book. Checklists are included to assist writers in perfecting their reports. The book includes: Organizing - purpose, types, formats, parts Starting - planning, researching, referencing, avoiding plagiarism Referencing - basic steps, reference management software, citing sources, using style manuals, APA reference list, avoiding plagiarism Writing - objectivity, conciseness, coherence, emphasis, variety, comprehensive Polishing - abbreviations, acronyms, capitalization, italics, numbers, punctuation, spelling, word division Producing - fonts, color, paper, layout, graphics Finishing - editing, proofreading.



[Read Report Writing: A Survival Guide \(Hardback\) Online](#)



[Download PDF Report Writing: A Survival Guide \(Hardback\)](#)

## Other Books



**Baby Friendly San Francisco Bay Area New Parent Survival Guide to Shopping Activities Restaurants and Moreb by Elysa Marco 2005 Paperback**

Book Condition: Brand New. Book Condition: Brand New.

[Read Book »](#)



**Genuine the book spiritual growth of children picture books: let the children learn to say no the A Bofu (AboffM)(Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date :2012-02-01 Pages: 33 Publisher: Chemical Industry Press Welcome Our service and...

[Read Book »](#)



**The Wolf Who Wanted to Change His Color My Little Picture Book**

Auzou. Paperback. Book Condition: New. Eleonore Thuillier (illustrator). Paperback. 32 pages. Dimensions: 8.2in. x 8.2in. x 0.3in.Mr. Wolf is in a very bad mood. This morning, he does not like his color anymore!He really wants...

[Read Book »](#)



**On the fifth grade - primary color simultaneously writing new curriculum - new upgraded version of**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 116 Publisher: Hunan Children's Pub. Date :2011-6-1. This book includes: the first...

[Read Book »](#)



**Summer Fit Preschool to Kindergarten Math, Reading, Writing, Language Arts Fitness, Nutrition and Values**

Summer Fit Learning. Paperback. Book Condition: New. Paperback. 160 pages. Dimensions: 10.6in. x 8.3in. x 0.5in.Summer Fit Activity Books move summer learning beyond academics to also prepare children physically and socially for the grade ahead....

[Read Book »](#)