

Successful writing at work

Houghton Mifflin Co. - Successful Writing at Work by Philip C. Kolin



Description: -

- Business writing
- Technical writing
- English language -- Technical English.
- English language -- Business English.
- English language -- Rhetoric.
- Successful writing at work
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- Notes: Includes index.
- This edition was published in 1998



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Successful Writing at Work

Incident Reports Incident reports describe events such as accidents, breakdowns, delays, and cost overruns. Students are presented with topics in four logically sequenced sections, beginning with basic business communications, and proceeding to conducting research, documenting sources, and handling more advanced tasks such as reports, proposals, and oral presentations.

Successful Writing at Work, 10th Edition » FoxGreat

With each new task, students learn to become effective problem solvers at work, to understand their audience, and to select the best communication tools to accomplish their goals.

Successful Writing at Work, 10th Edition by Philip C. Kolin

This respected market-leading text offers students a comprehensive, practical introduction to workplace writing to prepare them for a range of communication tasks.

Successful Writing at Work, 10th Edition

The Eighth Edition features a new, more contemporary and open design as well as updated topical coverage.

Successful Writing at Work, 10th Edition

This book was largely a waste of my time and it put me to sleep.

Successful Writing at Work Means Dropping Out of the Cult of Busy

Students are presented with topics in four logically sequenced sections, beginning with basic business communications and proceeding to conducting research, documenting sources, and handling more advanced tasks such as reports, proposals, and oral presentations. The Fourth Edition emphasizes ethical considerations throughout as well as integrates guidelines for greening the workplace. Cengage Learning reserves the

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Successful Writing at Work

I made it through maybe 3 of the assigned chapters before I just used it as a reference guide for formatting for assign As the title says, this is a text devoted to teaching people how to write at work. If she had simply slowed down enough to think through what she wanted to communicate to me, she would have sent one email and that would have saved me time because I could have replied with one email—without the copying and pasting from hers. With each new task, students learn to become effective problem solvers at work, to understand their audience, and to select the best communication tools to accomplish their goals.

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In a trip report, document where you went, when you went there, why you went there, who you saw, what they told you, and what you did about it.

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