



How to Write Reports and Proposals

By Patrick Forsyth

Kogan Page Ltd, United Kingdom, 2016. Paperback. Book Condition: New. 4th Revised edition. 215 x 138 mm. Language: English . Brand New Book. How to Write Reports and Proposals is essential reading for achieving effective writing techniques. Getting a message across on paper and presenting a proposal in a clear and persuasive form are vital skills for anyone in business. How to Write Reports and Proposals provides practical advice on how to impress, convince and persuade your colleagues or clients. It will help you: improve your writing skills; think constructively before writing; create a good report; produce persuasive proposals; use clear and distinctive language; present numbers, graphs and charts effectively. Full of checklists, exercises and real life examples, this new edition also contains content on how to write succinctly and with impact across different mediums. How to Write Reports and Proposals will help you to put over a good case with style. The creating success series of books. With over one million copies sold, the hugely popular Creating Success series covers a wide variety of topics and is written by an expert team of internationally best-selling authors and business experts. This indispensable business skills collection is packed with new features, practical...



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