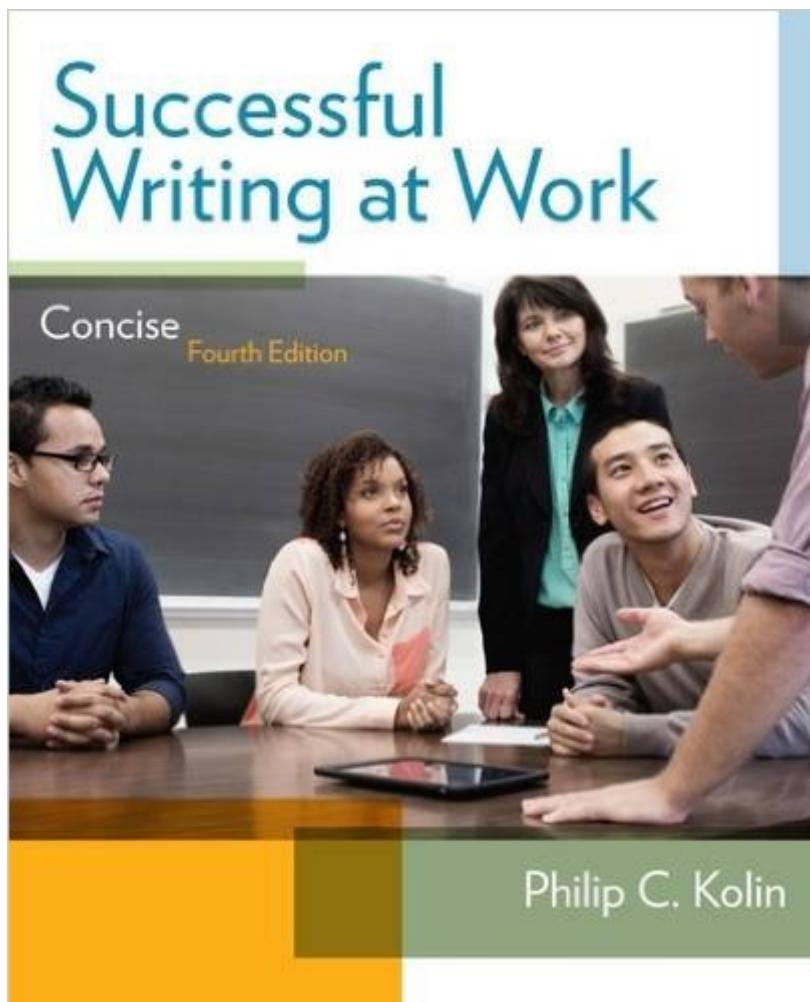


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# Successful Writing At Work: Concise Edition



## **Synopsis**

Packed with real-world examples, **SUCCESSFUL WRITING AT WORK: CONCISE**, 4e delivers a practical yet succinct introduction to effective workplace writing for a variety of communication tasks. Based on the market-leading **SUCCESSFUL WRITING AT WORK**, 10e, the **CONCISE** edition covers the most essential skills for effective workplace communication. The text begins with writing basics, emphasizing the characteristics of effective writing, the writing process, ethics, and the importance of audience. It covers basic business correspondence, walks students through formatting letters for a variety of business situations, and features a step-by-step chapter on getting a job. More advanced chapters focus on document design and visuals, writing instructions and procedures, writing reports, proposals, and making business presentations. The Fourth Edition emphasizes ethical considerations throughout as well as integrates guidelines for greening the workplace.

## **Book Information**

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Average Customer Review: 4.5 out of 5 starsÂ  See all reviewsÂ  (22 customer reviews)

Best Sellers Rank: #22,284 in Books (See Top 100 in Books) #9 inÂ  Books > Reference > Writing, Research & Publishing Guides > Writing > Technical #69 inÂ  Books > Reference > Words, Language & Grammar > Rhetoric #100 inÂ  Books > Textbooks > Humanities > Literature > Creative Writing & Composition

## **Customer Reviews**

Very wordy (could be simplified) textbook with no audio textbook to reinforce learning for those with learning differences.

This was required reading for a class I took, but I wish I had bought the book! It was super helpful.

New book but not so fast of the shipping. But I love the price

The books appearance was better than expected for a rental but overall it was good. I'm not writing on the context of the book because it's a textbook and your teacher/professor requires you have this book.

Rental arrived in like new condition. Great price.

It arrived quickly and was exactly as promised

It was exactly what I was looking for

interesting things I didnt know

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