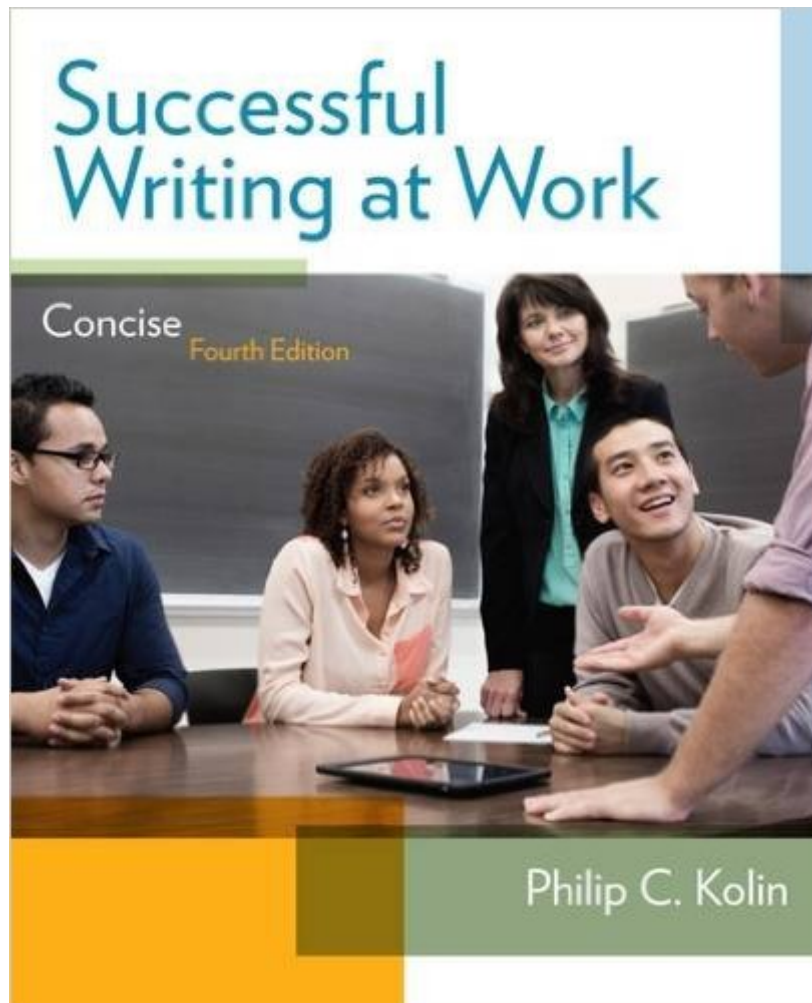


The book was found

# 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

Paperback: 464 pages

Publisher: Cengage Learning; 4 edition (January 1, 2014)

Language: English

ISBN-10: 1285052560

ISBN-13: 978-1285052564

Product Dimensions: 7.3 x 0.8 x 9 inches

Shipping Weight: 1.4 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 starsÂ Â 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 book's 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 didn't know

[Download to continue reading...](#)

Writing : Novel Writing Mastery, Proven And Simple Techniques To Outline-, Structure- And Write A Successful Novel ! - novel writing, writing fiction, writing skills - Successful Writing at Work: Concise Edition Concise Guide to Child and Adolescent Psychiatry (CONCISE GUIDES) (Concise Guides (American Psychiatric Press)) Youdunit Whodunit!: How To Write Mystery, Thriller and Suspense Books (Writing Skills, Writing Fiction, Writing Instruction, Writing a Book) Mystery Writing in a Nutshell: The World's Most Concise Guide to Mystery & Suspense Writing How to be a Successful Expert Witness (Creating a Successful LNC Practice) (Volume 4) The Successful Single Mom Series: Books 1-6: (The Successful Single Mom Series Box Set) Concise Guide to Child and Adolescent Psychiatry [CONCISE GT CHILD & ADOLESCENCE-4E] [Paperback] A Concise History of the Caribbean (Cambridge Concise Histories) A Concise History of Bolivia (Cambridge Concise Histories) A Concise History of Australia (Cambridge Concise Histories) A Concise History of Sweden (Cambridge Concise Histories) Principles of Remedies Law (Concise Hornbook Series) (Concise Hornbook) Concise Rules of APA Style (Concise Rules of the American Psychological Association (APA) Style) 50 Writing Lessons That Work!: Motivating Prompts and Easy Activities That Develop the Essentials of Strong Writing (Grades 4-8) Non Fiction Writing Templates: 44 Tips to Create Your Own Non Fiction Book (Writing Templates, Writing Non Fiction, Kindle Publishing) Fiction Writing Templates: 30 Tips to Create Your Own Fiction Book (Writing Templates, Fiction Writing, Kindle Publishing) Love Writing - How to Make Money Writing Romantic or Erotic Fiction (Secrets to Success Writing Series Book 5) Strategies for Successful Writing (11th Edition) Stein On Writing: A Master Editor of Some of the Most Successful Writers of Our Century Shares His Craft

Techniques and Strategies

[Dmca](#)