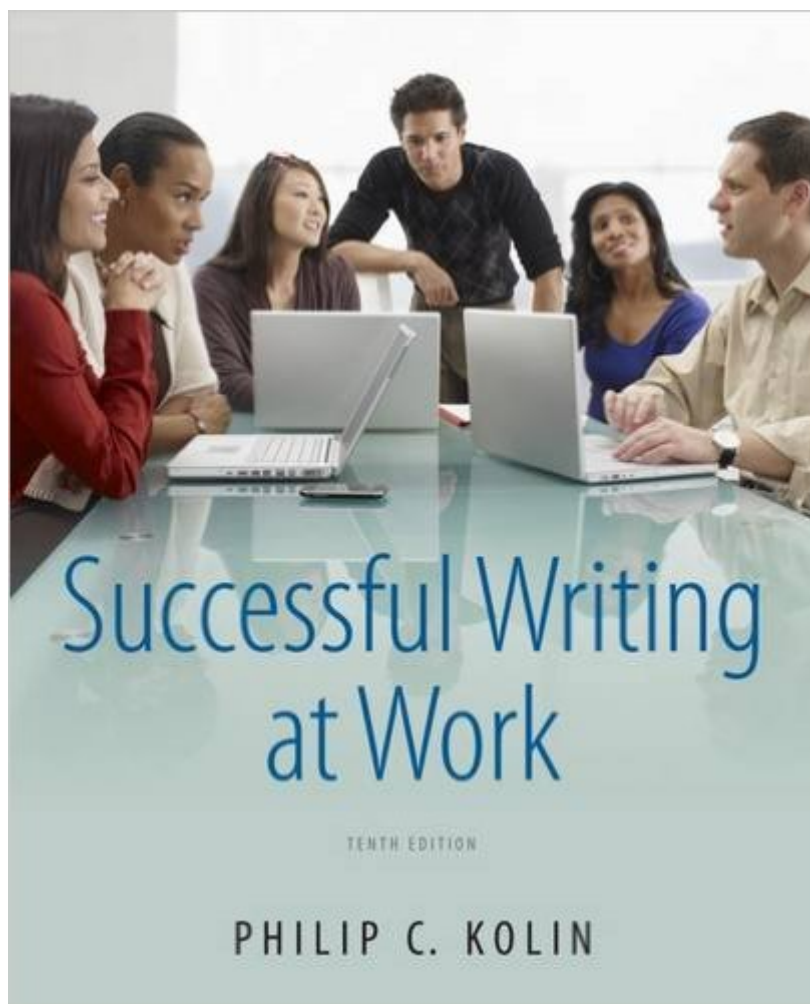


The book was found

# Successful Writing At Work



## Synopsis

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, 10E**, features an abundance of real-world examples and problems as well as an accessible writing style and detailed guidelines for planning, drafting, revising, editing, and producing professional documents and graphics. 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. 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.

## Book Information

Paperback: 816 pages

Publisher: Cengage Learning; 10 edition (January 13, 2012)

Language: English

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ISBN-13: 978-1111834791

Product Dimensions: 9.3 x 7.4 x 1.1 inches

Shipping Weight: 2.4 pounds (View shipping rates and policies)

Average Customer Review: 4.2 out of 5 starsÂ Â See all reviewsÂ (27 customer reviews)

Best Sellers Rank: #59,161 in Books (See Top 100 in Books) #61 inÂ Books > Business & Money > Skills > Business Writing #1189 inÂ Books > Textbooks > Business & Finance #1269 inÂ Books > Reference > Words, Language & Grammar

## Customer Reviews

This is a really thorough book on business writing. It was a required book for my professional writing class and I'll probably keep it. It's definitely a book you can use throughout your career. It sure will help against embarrassing mistakes!

BEST BOOK TO OWN PERIOD...!!!! This is one of those books that everyone needs to own, read, re-read and study inside and out because there are so many people who simple don't know how to respond to an email properly.

I brought this book for my Business Communication course. The content inside is quite useful,

especially for preparations for writing to job applications, resumes, recommendation letters, and job search. Most likely to keep this book for the future. Writing will always stay within its traditional realm, thus I will most likely return to this book for information and to help others.

Successful Writing at Work is a good text book for technical English writing and it has a variety of examples on how to write different types of essays, projects, plans and proposals.

This book should be used as a reference guide for everyone seeking employment. It provides many alternative examples for resumes, and helpful how to's.

This book is awesome. I honestly thought it wouldn't be worth it but I was pleasantly surprised. It gives great examples for writing and format that I've found invaluable at work and school.

This text is easy to read and do not have a lot of pompous language to interfere with learning. This book is a must have for any writing purpose. I am going to keep mine as a desk reference.

Textbook for class, but actually really useful. I got the kindle edition, which was very handy to use on my computer. Sort of wish I had bought a hard copy of the book.

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