[PDF] Successful Writing At Work (with 2016 MLA Update Card)

Philip C. Kolin - pdf download free book



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Description:

SUCCESSFUL WRITING AT WORK, 11th Edition, is a comprehensive introduction to workplace writing with real-world examples and problems; an easy-to-read style; and thorough guidelines for planning, drafting, revising, editing, formatting, and producing professional documents in the global workplace. After a discussion of the writing process and collaboration, the author explores basic business communications (including e-communications and social media), letters, resumes, and other job search materials; proceeds to how to conduct research and document sources; and ends

with guidance on more advanced tasks such as preparing visuals, websites, instructions, procedures, proposals, short and long reports, and presentations. You will learn how to be an effective problem solver at work, understand and write for a global audience, write clear and effective sentences, paragraphs, and documents, and select the best communication technologies to accomplish your goals. Each student text is packaged with a free Cengage Essential Reference Card to the MLA HANDBOOK, Eighth Edition.

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