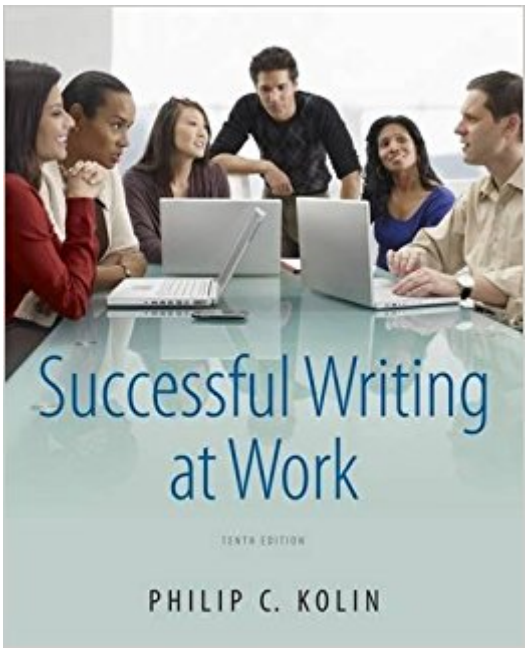
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Successful Writing At Work



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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.

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Presentations at Work.

Philip C. Kolin is the University Distinguished Professor in the Department of English at the University of Southern Mississippi, where for 40 years he has taught courses in composition, business and technical writing, literature, and research methods. He has extensive experience as an editor of several scholarly journals and is the co-founder of STUDIES IN AMERICAN DRAMA (1945-present). He received the Conference of Learned Journals award for the best new journal. In addition, he was also named Southern Mississippi's first Distinguished Professor in the Humanities. Dr. Kolin has published almost 40 books and 200 scholarly articles covering a variety of subjects, including writing, drama, linguistics, and popular culture. He also has written an award-winning book on professional writing for nurses and articles on writing for lawyers and other professionals. Over the years, he has conducted workshops on technical business writing, the publication process, and managing professional communications. He received his Ph.D. from Northwestern University.

very helpful

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!

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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.

The book has EXTREME damage done to it when you open it, so be careful or you could cause

additional damage.

The book has provided me detailed explanation that has assisted with the success of my online course at Medaille College.

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