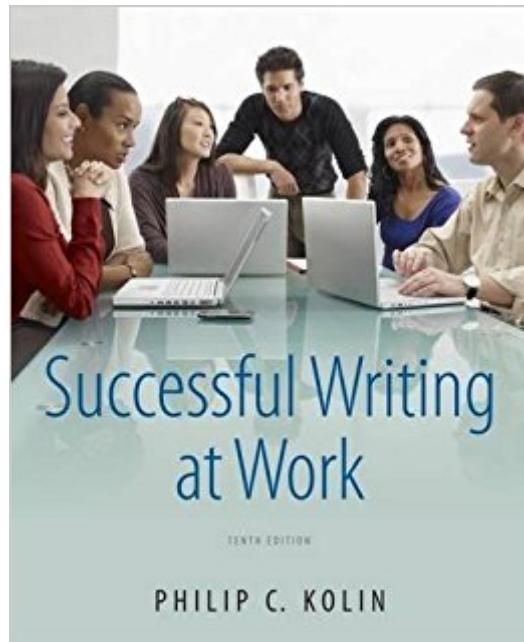


The book was found

# 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

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Average Customer Review: 4.1 out of 5 stars 28 customer reviews

Best Sellers Rank: #17,870 in Books (See Top 100 in Books) #17 in Books > Reference > Writing, Research & Publishing Guides > Writing > Technical #25 in Books > Business & Money > Skills > Business Writing #206 in Books > Textbooks > Humanities > Literature > Creative Writing & Composition

## **Customer Reviews**

1. Getting Started: Writing and Your Career.
2. The Writing Process at Work.
3. Collaborative Writing and Meetings at Work.
4. Writing Routine Business Correspondence: Memos, Faxes, Emails, IMs and Blogs.
5. Writing Letters: Some Basics for Communicating with Audiences Worldwide.
6. Types of Business Letters.
7. How to Get a Job: Searches, Dossiers, Portfolios, Resumes, Letters and Interviews.
8. Doing Research and Documentation on the Job.
9. Summarizing Information at Work.
10. Designing Clear Visuals.
11. Designing Successful Documents and Websites.
12. Writing Instructions and Procedures.
13. Writing Winning Proposals.
14. Writing Effective Short Reports.
15. Writing Careful Long Reports.
16. Making Successful

## 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!

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.

**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.

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.

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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