



Business Writing Strategies and Samples

By Halpern, Jeanne W.; Kilborn, Judith M.; Lokke, Agnes M.

Longman, 1987. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: 1. Style in Business Writing. The Writer's Situation. The Readers. The Message. Exercises. LETTERS. 2. Preface to Letters. Key Features of Letter Writing. Explanation of Business Letter Layout. 3. Routine Letters. Strategies for Writing. Revision Scale. An Example of Writing a Routine Letter. Samples. Exercises. 4. Bad News Letters. Strategies for Writing. Revision Scale. An Example of Writing a Bad News Letter. Samples. Exercises. 5. Persuasive Letters. Strategies for Writing. Revision Scale. An Example of Writing a Persuasive Letter. Samples. Exercises. REPORTS. 6. Preface to Reports. Key Features of Report Writing. Key Features of Research. Explanation of Headings for Informal and Formal Reports. 7. Memos. Strategies for Writing. Revision Scale. An Example of Writing a Memo. Samples. Exercises. 8. Proposals. Strategies for Writing. Revision Scale. A Marked Example of a Proposal. Samples. Exercises. 9. Progress Reports. Strategies for Writing. Revision Scale. A Marked Example of a Progress Report. Samples. Exercises. 10. Long or Complex Reports. Strategies for Writing. Revision Scale. A Marked Example of a Long Report. Samples. A Three-Part Report Series. Exercises. EMPLOYMENT COMMUNICATIONS. 11. Preface to Employment Communications. Key Features of Employment...



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Candlewick, 2014. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: The final scene of the gang caroling around the tree, complete with paper crowns from British Christmas crackers, is delightful. Toddlers celebrating the holiday will enjoy...



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