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DIANA ROBERTS WIENBROER, ELAINE HUGHES, AND JAY SILVERMAN

Authors of the Bestselling *Rules of Thumb: A Guide for Writers*

Rules Of Thumb For Business Writers 2nd Edition

Dov Cohen, Shinobu Kitayama



Rules Of Thumb For Business Writers 2nd Edition:

Rules of Thumb for Business Writers Diana Wienbroer, Elaine Hughes, Jay Silverman, 2010-04-27 *Rules of Thumb for Business Writers* offers busy professionals solutions to most on the job writing challenges Brief to the point chapters cover all the basics including reports resumes speeches memos letters and PowerPoint with tips for meeting deadlines and managing paper flow This edition contains new information on Internet research and communications technology with examples sample documents and a resource list [Business and Professional Writing: A Basic Guide - Second Edition](#) Paul

MacRae, 2019-05-01 Straightforward practical and focused on realistic examples *Business and Professional Writing A Basic Guide* is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout **Effective Writing in the Public Sector** John W. Swain, Kathleen Dolan Swain, 2015-01-28

Intended for both students and practitioners in public administration who want to communicate more effectively with a variety of audiences this book offers clear easy to understand guidelines on how to write more clearly concisely and coherently as well as correctly It covers the basics of good English and applies those basics to general forms such as memos letters and e mails and more specific forms such as newsletters proposals budget justifications and rules used in the public sector [Practical Tourism Research, 2nd Edition](#) Stephen L J Smith, 2016-12-19 Training in research methods is

increasingly important for students of tourism and this broad accessible textbook outlines the concepts and tools essential to understand manage and conduct research Taking a practical approach throughout this new edition provides advice on the use and cautions associated with some of the more common research designs and tools used by tourism researchers Also including an increased use of handy pedagogical features to aid learning this new edition is an essential overview for undergraduate and postgraduate students of tourism research as well as a useful resource for researchers consultants and managers *The Craft of Professional Writing, Second Edition* Michael S. Malone, 2024-07-16 The Craft of Professional

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Hearings [and Reports] 83rd Congress, 2nd Session United States. Congress. House. Committee on Un-American Activities, 1954

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