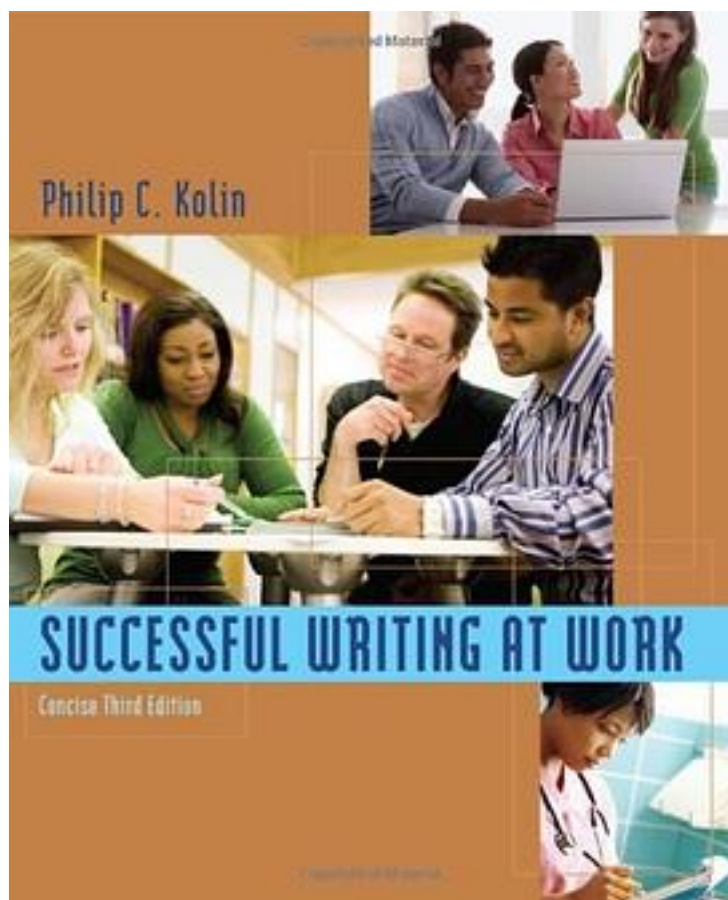# Successful Writing at Work

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This user-friendly, compact text emphasizes the most necessary, useful skills and strategies for successful workplace writing. Based on the successful parent text, Successful Writing at Work, 7/e, the Concise edition maintains a practical approach, an abundance of realistic situations and problems, real-world examples, and detailed

guidelines for drafting, editing, and producing professional documents and graphics.

作者介绍:

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评论

这是一本很好的写作指导书，对于入职5年左右在外企上班的人来说，可以解决很多在工作中的常见问题，强烈推荐想提高英语写作能力的人阅读。在后面的新浪博客中有本书的摘录，可以查看一下。http://blog.sina.com.cn/s/blog_81b4c94a0102vt7u.html

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书评

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