

The Business Writer's Handbook



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著者:Alfred, Gerald J./ Brusaw, Charles T./ Oliu, Walter E.

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Now in its eighth edition, this classic book remains the complete business-writing reference for students and professionals alike. Alphabetically organized and easy to use, its nearly 400 entries provide guidance for the most common types of business documents and correspondence, from brochures, press releases, and résumés, to executive summaries, proposals, and reports. Abundant sample documents and visuals throughout the book demonstrate effective business communication, reflecting current practices for formatting documents and using e-mail. In addition, advice on organizing, researching, writing, and revising complements thorough treatment of grammar, usage, style, and punctuation to provide comprehensive help with writing skills. This edition has been thoroughly revised to include expanded advice for analyzing the context of different writing situations, using and integrating visuals, and dealing with ethical concerns in business writing, including plagiarism. Entries throughout have been revised, updated, consolidated, and streamlined to provide the most accurate and accessible information. Comprehensive yet concise, The Business Writer's Handbook remains the quick reference faithful users have come to appreciate.

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