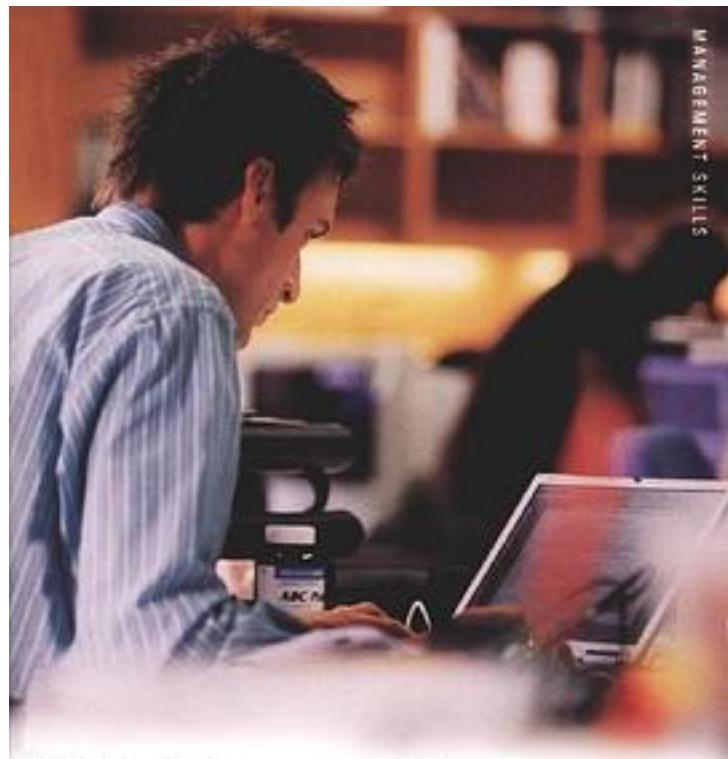


Writing a Report



MANAGEMENT SKILLS

Writing a Report

How to prepare, write and present

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Now in its 8th edition, this extensively revised and updated handbook explains how you can write reports that will be: Read without unnecessary delay; Understood without undue effort; Accepted, and where applicable, acted upon. Divided into three parts, the

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