

Strategies For Successful Writing

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resource added for the communication 108011 courses

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to teach the communication skills necessary for success in the workplace kolin offers an abundance of realistic situations examples and clear detailed guidelines the text guides students from basic concepts such as audience analysis tone and format through the overall writing process the text s hallmark pedagogical features including a handbook of style and mechanics present information in a manner that is accessible to students and instructors alike up to date coverage of communication protocols and strategies includes computer graphics and document design e mail and the creation and use of web sites a strong emphasis on collaborative writing viewed as part of the writing process is carried out in sample memos and reports and in case studies

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