

Contemporary Business Reports Kuiper

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this text takes a developmental process approach to the crafting of various business reports
with the idea that business reports from basic reports to feasibility studies business plans
and employee manuals are vital tools in business decision making beginning with the
fundamentals of writing students are taken through the process of drafting revising editing
and producing simple reports as well as planning and conducting research which culminates
in a well prepared report once report preparation and writing is mastered presentation
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information contained in their reports

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master the skills of contemporary business report writing 4e international edition using this step by step guide to creating all types of reports such as a feasibility studies business plans and employee manuals starting with writing fundamentals you ll work through the processes of planning and conducting research then drafting revising editing and producing a simple report you ll also learn presentation techniques and skills you can use to effectively communicate the information contained in your reports

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an annual index to the monographs appears early in the following year

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