

# Workplace Writing Planning Packaging And Perfecting Communication

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workplace writing planning packaging and perfecting communication presents easy to follow instructions for producing all forms of workplace communication illustrated with interesting scenarios and examples featuring real people facing communication challenges on the job in this textbook the authors build upon the traditional writing process prewriting writing and rewriting with a unique approach that applies the writing process to both oral and written communication and uses terminology that relates to the world of work this thoroughly classroom tested approach to the communication process consists of the p3 process planning packaging and perfecting these three terms suggest to the reader that writing can be considered a product much like the products that people buy and sell in business in other words people can plan their documents package them and then perfect the product for the reader the p3 process is brought to life by using real business people facing real communication challenges at work from back cover

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