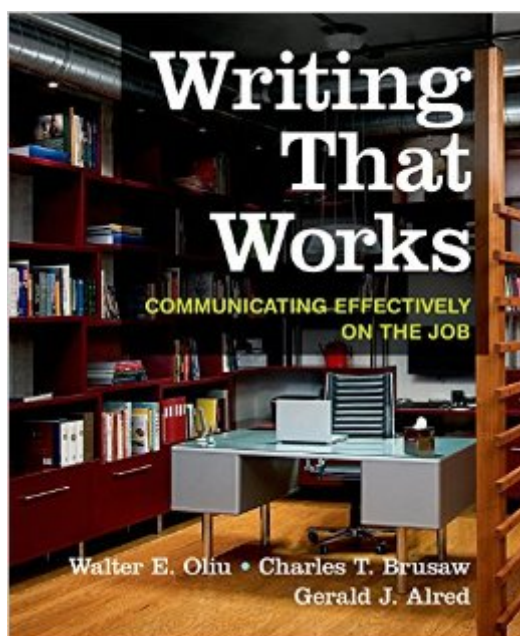


The book was found

Writing That Works: Communicating Effectively On The Job



Synopsis

PACKAGE THIS TITLE WITH OUR 2016 MLA SUPPLEMENT, Documenting Sources in MLA Style (package ISBN-13: 9781319086794). Get the most recent updates on MLA citation in a convenient, 40-page resource based on The MLA Handbook, 8th Edition, with plenty of models. Browse our catalog or contact your representative for a full listing of updated titles and packages, or to request a custom ISBN. Countless real-world model documents contextualized by clear rhetorical instruction and a focus on professional ethics make Writing That Works the foundational standard for professional writing. More than ever, this streamlined twelfth edition reflects the role of technology in the office and the classroom, showcasing the most current types of business documents online and in print, providing succinct guidelines on selecting the appropriate medium for your document, communication, or presentation, and giving advice on landing and keeping a job in today's economy. Now also available as an e-book, Writing that Works offers robust but accessible coverage at an affordable price.

Book Information

Paperback: 720 pages

Publisher: Bedford/St. Martin's; 12 edition (March 4, 2016)

Language: English

ISBN-10: 131901948X

ISBN-13: 978-1319019488

Product Dimensions: 7.4 x 1 x 9.1 inches

Shipping Weight: 2.2 pounds (View shipping rates and policies)

Average Customer Review: 3.3 out of 5 stars See all reviews (3 customer reviews)

Best Sellers Rank: #54,490 in Books (See Top 100 in Books) #57 in Books > Business & Money > Skills > Business Writing #254 in Books > Textbooks > Humanities > Literature > Creative Writing & Composition #394 in Books > Reference > Writing, Research & Publishing Guides > Writing > Fiction

Customer Reviews

Great app so far. Really helped me out in terms of school textbooks. It's free to download so no complaints.

The book I paid for was supposed to be brand new and the book I received is Bent.

Good to have as a reference book

[Download to continue reading...](#)

Writing That Works: Communicating Effectively on the Job, 11th Edition Writing That Works: Communicating Effectively on the Job Resume Writing for IT Professionals - Resume Magic or How to Find a Job with Resumes and Cover Letters: Google Resume, Write CV, Writing a Resume, Get Job, IT Resume, Writing CV, Resume CV Interview: Job Interview: HOW TO PREPARE FOR A JOB INTERVIEW AND MAKE SURE YOU GET THE JOB YOU DESIRE!: (+2nd FREE BOOK) 50+ Most Essential Questions (Interview, Search, Hunting, Job Interview) INTERVIEW: 12 Steps To Successful Job Interviews To End Your Job Search, Get Hired (Finding A Job, Google Interview, Interview Skills, Interview Questions, Career Change, Job Interview, Negotiation) Interview: How To Best Prepare For An Interview And Land Your Dream Job In 2016! (Interview, Interviewing, Successful Interview, Interview Tips, Job Interview, ... Job Offer, Interview Questions, Dream Job) Writing That Works; How to Communicate Effectively In Business Writing That Works, 3e: How to Communicate Effectively in Business Writing: A Guide Revealing The Best Ways To Make Money Writing (Writing, Writing Skills, Writing Prompts Book 1) Resume Writing 2016: Get the Job You Actually Want- An Ultimate Guide on Resume Writing and Tips to Win You Your Dream Job Resume: [ORIGINAL] Writing 2016 The ULTIMATE, Most Up-to-date Guide to Writing a Resume that Lands YOU the Job! (Resume, Resume Writing, CV, Jobs, Career, Cover Letter, Profile Hacks) Knock 'em Dead Job Interview: How to Turn Job Interviews Into Job Offers Interviewing: Interview Questions - Job Interview ! Learn How to Job Interview and Master the Key Interview Skills! BONUS INCLUDED! 37 Ways to Have Unstoppable ... Interview! GET THE JOB YOU DESERVE! Book 1) GET THAT BODYGUARD JOB NOW: HOW TO LAND A LUCRATIVE BODYGUARD JOB IN TODAY'S JOB MARKET Sharkproof: Get the Job You Want, Keep the Job You Love... in Today's Frenzied Job Market Fearless Interviewing: How to Win the Job by Communicating with Confidence Writing Romance: The Top 100 Best Strategies For Writing Romance Stories (How To Write Romance Novels, Romance Writing Skills, Writing Romance Fiction Plots, Publishing Romance Books) Communicating Rocks: Writing, Speaking, and Thinking About Geology Writing Public Policy: A Practical Guide to Communicating in the Policy-Making Process Language Disorders from Infancy through Adolescence: Listening, Speaking, Reading, Writing, and Communicating, 4e

[Dmca](#)