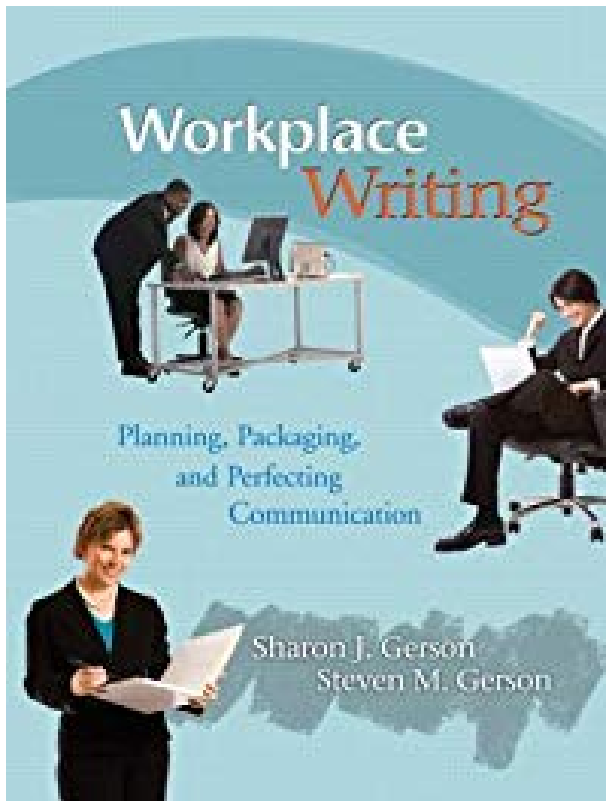


Workplace Writing: Planning, Packaging, and Perfecting Communication



Author:	Sharon Gerson
ISBN13:	9780131599697
ISBN10:	0131599690
Genre:	Uncategorized
Published:	December 30th 2008 by Prentice Hall
Pages:	611
Goodreads Rating:	3.50
Language	English

[Workplace Writing: Planning, Packaging, and Perfecting Communication.pdf](#)

[Workplace Writing: Planning, Packaging, and Perfecting Communication.epub](#)

This modern text outlines a simple solution for producing all forms of workplace communication—one that focuses on how to effectively plan, package and perfect oral and written communication. Its accessible, four-color design is illustrated with interesting scenarios and examples featuring real people, real communication challenges and real resolutions to those challenges.

With its contemporary approach, it covers trends for electronic, hard-copy and oral communication and includes substantive illustrations that show before/after samples and writer annotations. Innovative end-of-chapter exercises are designed for a variety of learners and include degree-specific assignments that reinforce career-related communication techniques.