



Report Writing: A Survival Guide

By Kupsh And Rhonda Rhodes Joyce Kupsh and Rhonda Rhodes, Joyce Kupsh and Rhonda Rhodes

Xlibris Corporation, United States, 2015. Paperback. Book Condition: New. 224 x 147 mm. Language: English . Brand New Book ***** Print on Demand *****. Employers continue to say that written and oral communication skills are the most important skills for employees. This book presents the basics for writing any kind of report, such as research reports, proposals, case studies, business plans, technical reports, feasibility studies and more. Both novice and experienced writers will benefit from the book. Checklists are included to assist writers in perfecting their reports. The book includes: Organizing - purpose, types, formats, parts Starting - planning, researching, referencing, avoiding plagiarism Referencing - basic steps, reference management software, citing sources, using style manuals, APA reference list, avoiding plagiarism Writing - objectivity, conciseness, coherence, emphasis, variety, comprehensive Polishing - abbreviations, acronyms, capitalization, italics, numbers, punctuation, spelling, word division Producing - fonts, color, paper, layout, graphics Finishing - editing, proofreading.



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