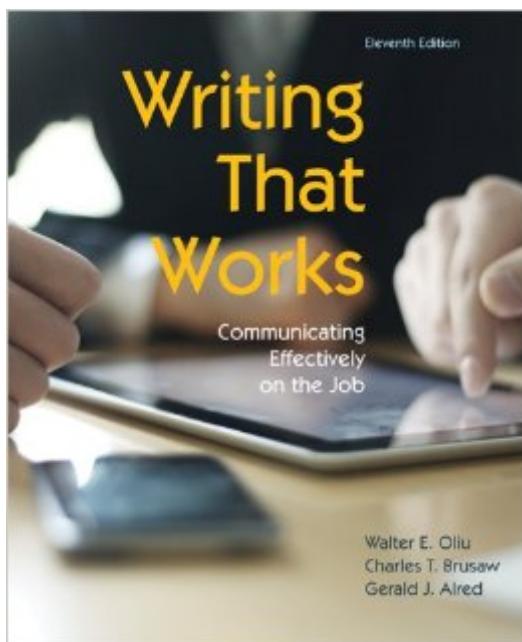


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# Writing That Works: Communicating Effectively On The Job, 11th Edition



## **Synopsis**

Combining clear advice on the writing process and countless model documents from real workplace settings, *Writing That Works* sets the standard for professional writing books today. More than ever, this eleventh edition reflects the role of technology in the office and the classroom, addressing the most current types of business documents online and in print, providing informative guidelines on selecting the appropriate medium for your document, communication, or presentation, and offering new advice on landing and keeping a job in today's economy. An integrated student site works with the text to offer additional resources and models reflecting the authors' trademark clarity.

## **Book Information**

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## **Customer Reviews**

A must buy if you're involved in professional writing. This has topics on social media and online communications which is a great help as well. I was going to rent it until I found out how useful this would be, so I purchased it. I recommend it to anyone looking to improve or brush up skills

I have used *Writing That Works* as a required text in an undergraduate business communication course for three years. The book is thorough and well organized with a collection of useful exercises at the end of each chapter. Chapters 1-6 address the writing process, starting with the fundamentals of writing and moving forward to include gathering research and organizing information. Chapters 7 and 8 provide much needed information on visual communication and document design. Chapters 8 and 9 provide an introduction to business communication, and the remainder of the book provides

an in-depth look at several specific types of documents including proposals, reports, and instructions.

I've seen a number of items in the same subject area, as I teach undergrad business writing courses. This one provides the best examples, including some for non-traditional students who didn't do college right away or even in just four years. Consistently, students in my classes say this is the one book they're keeping.

I am currently using this edition to teach my Business and Professional Writing course to undergraduate students. I think that the text is reader-friendly and provides plenty of relevant examples for students. I think one of the best things about this text is how many different "templates" are provided for various business correspondence they may encounter once they're in full-time positions where their employers will expect them to know how to prepare these sorts of documents. I selected this text based on the reviews (I am always researching to find the highest quality materials for my students, especially when they have to pay for the text) -- this one seems to have done the trick. Trust the reviews!

This book should be a read for any college student going into the work world. Its pretty good and clear with examples on work writing. I kinda wish it wasnt a rental cause it would be a great addition to my library.

I am going back to school after retiring from one career field to get prepared for another. A lot of the content is review for me but it is written in a way that is easy to understand and is NOT a waste of my time.

This book helped me immensely!!! I am now communicating with high level administrators in my workplace and the information in this book was right on point. Now I know how to communicate effectively and professionally.

Got this book for a college course per my instructor. Have not used the book very much but it has been good for what I have used it for. Also was in good condition as sell stated. Would gladly use them again in the future.

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