

Empower Your Written Communication: Writing That Works 3rd Edition



Writing That Works, 3rd Edition: How to Communicate Effectively in Business by Kenneth Roman

★★★★☆ 4.4 out of 5

Language : English
File size : 352 KB
Text-to-Speech : Enabled
Enhanced typesetting : Enabled
Word Wise : Enabled
Print length : 210 pages
Screen Reader : Supported

FREE

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COMPLETELY REVISED AND UPDATED THIRD EDITION

"The Strunk and White of business writing."
—Louis Begley

WRITING THAT WORKS

HOW TO COMMUNICATE
EFFECTIVELY IN BUSINESS

↔ e-mail ↔ letters ↔ memos
↔ presentations ↔ plans
↔ proposals ↔ reports
↔ speeches ↔ resumes

New
chapter on
e-writing!

Kenneth Roman and Joel Raphaelson

Writing That Works 3rd Edition is the definitive guide to effective written communication. This comprehensive resource provides you with the strategies and tools you need to elevate your writing, improve communication, and achieve your professional goals.

Whether you're a student, a professional, or an aspiring writer, this book will help you write with clarity, impact, and persuasion. You'll learn how to:

- Plan and organize your writing
- Develop strong arguments
- Write clear and concise sentences
- Use effective grammar and punctuation
- Proofread your work

What's New in the 3rd Edition?

The 3rd Edition of Writing That Works has been updated to include:

- New chapters on writing for social media and email
- Updated examples and exercises
- A revised and expanded glossary

Why Choose Writing That Works?

Writing That Works 3rd Edition is the most up-to-date and authoritative guide to effective written communication. It's written by a team of experienced writing professionals who have helped countless students and professionals improve their writing skills.

This book will help you:

- Communicate more effectively with your audience
- Write more persuasive proposals and grant applications
- Improve your grades in school
- Advance your career

Free Download Your Copy Today

Don't wait to improve your writing skills. Free Download your copy of Writing That Works 3rd Edition today.

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