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| 1. Record Nr. | UNINA9910466403103321 |
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| Titolo | Style guide for business writing / / Michael C. Thomsett |
| Pubbl/distr/stampa | Boston ; ; Berlin : , : Deg Press, , [2018] ©2018 |
| ISBN | 1-5474-0023-4 1-5474-0021-8 |
| Edizione | [Second edition.] |
| Descrizione fisica | 1 online resource (390 pages) |
| Disciplina | 808.06/6 |
| Soggetti | Commercial correspondence Business writing English language - Business English Electronic books. |
| Lingua di pubblicazione | Inglese |
| Formato | Materiale a stampa |
| Livello bibliografico | Monografia |
| Note generali | Earlier edition published in 1996 as The AMA style guide for business writing / from the editors at the American Management Association. |
| Nota di bibliografia | Includes bibliographical references and index. |
| Nota di contenuto | Frontmatter -- Acknowledgments -- Contents -- Introduction -- A -- B -- C -- D -- E -- F -- G -- H -- I -- J, K -- L -- M -- N -- O -- P -- Q -- R -- S -- T, U -- V -- W -- X, Y -- Z -- Index |
| Sommario/riassunto | Style guides come in many shapes and sizes, usually focused toward scientific or academic use only. However, business writing is a space occupied by many individuals that has not been given the attention it deserves. The Style Guide for Business Writing, Second Edition, is designed specifically to assist business writers in both the public and private sector, including those publishing with English as a second language; authors of academic papers; business book authors; financial journalists; and writers of reports, proposals or even just e-mail and memoranda. This book provides a comprehensive guide to clear and precise writing that will help develop basic communication skills for the beginner, and refresh the basics for the experienced business writer. Major topics are arranged alphabetically and the cross references and index enable quick and easy access to information. Michael C. Thomsett is a market expert, author, speaker, and coach. His many books include Stock Market Math, Candlestick Charting, The |

