

1. Record Nr.	UNINA9910788132203321
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Titolo	Writing for the workplace : business communication for professionals / / Janet Mizrahi
Pubbl/distr/stampa	New York, New York (222 East 46th Street, New York, NY 10017) : , : Business Expert Press, , 2015
Edizione	[First edition.]
Descrizione fisica	1 online resource (164 p.)
Collana	Corporate communication collection, , 2156-8170
Disciplina	808.06665
Soggetti	Business writing Business communication
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references (pages 143-144) and index.
Nota di contenuto	Part I. Writing as a professional -- 1. Fundamentals of professional writing -- 2. Basics of document design -- Part II. Correspondence -- 3. Routine and positive messages -- 4. Persuasive and bad news messages -- 5. Social media and text messages -- Part III. Reports and presentations -- 6. Reports -- 7. Presentations -- Part IV. Employment -- 8. Employment communication -- Appendix A. 20 common writing errors to avoid -- Appendix B. Document samples -- Notes -- References -- Index.
Sommario/riassunto	Employers consider communication one of the most critical skills for workers today. Writing for the Workplace: Business Communication for Professionals is an easy-to-follow guide that provides strategies for effective professional communication. Written to address the needs of both students entering the workforce and business professionals looking to improve their written communication, the book offers guides to compose typical workplace documents, from effective e-mails and convincing reports to winning presentations and engaging resumes. This concise book offers busy readers concrete strategies to improve their workplace writing. Part I addresses writing in today's fast-paced business and professional contexts and discusses writing as a process, professional writing style, writing tools, characteristics of effective workplace communication, and basic document design. Part II is a more detailed exploration of common written genres in the workplace and

discusses correspondence such as e-mail messages, letters, memos, and social media for specific workplace situations. Part III delves into short and long reports and business presentations, and Part IV is dedicated to employment communication. Each section includes many sample documents and examines organization, tone, and genre elements. A list of common writing errors to avoid, helpful checklists, and easily scannable text make the book accessible and readable.
