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| Autore                  | Clippinger Dorinda A.                                                                                                                                                                                                                                                                                                                                                                          |
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| Edizione                | [First edition.]                                                                                                                                                                                                                                                                                                                                                                               |
| Descrizione fisica      | 1 online resource (x, 253 pages) : illustrations                                                                                                                                                                                                                                                                                                                                               |
| Collana                 | Corporate communication collection, , 2156-8170                                                                                                                                                                                                                                                                                                                                                |
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| Soggetti                | Business report writing<br>Libros electronicos.                                                                                                                                                                                                                                                                                                                                                |
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| Nota di contenuto       | 1. First draft to final draft -- 2. Formatting reports -- 3. Illustrating reports -- 4. Reporting business research -- 5. Presenting an oral report -- Notes -- References -- Index.                                                                                                                                                                                                           |
| Sommario/riassunto      | This book emphasizes efficient, cost-effective methods for producing reports that will do what you, the writer or presenter, want them to do. This book is for you if you are: A business manager or other professional who must convey objective and organized information to others, in and outside your organization. An MBA candidate or an upper-level student in any professional field. |