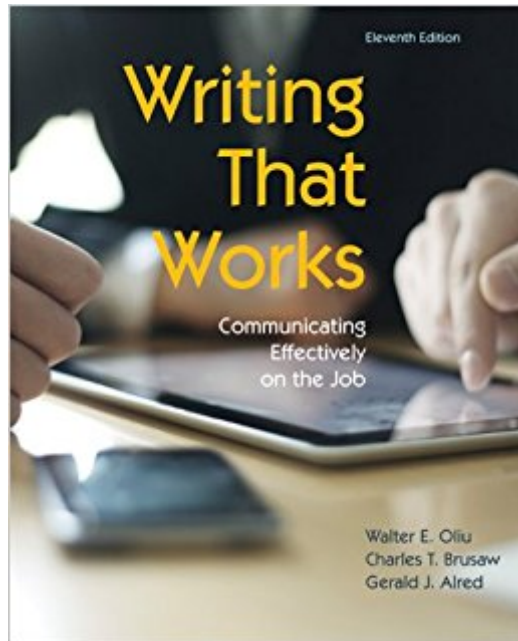




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# **Writing That Works: Communicating Effectively On The Job, 11th Edition**



## 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

Paperback: 752 pages

Publisher: Bedford/St. Martin's; 11 edition (October 12, 2012)

Language: English

ISBN-10: 1457611139

ISBN-13: 978-1457611131

Product Dimensions: 7.5 x 1 x 9.1 inches

Shipping Weight: 1.8 pounds

Average Customer Review: 4.1 out of 5 stars 98 customer reviews

Best Sellers Rank: #9,805 in Books (See Top 100 in Books) #13 in [Business & Money > Skills > Business Writing](#) #108 in [Business & Money > Textbooks > Humanities > Literature > Creative Writing & Composition](#) #132 in [Business & Money > Reference > Writing, Research & Publishing Guides > Writing > Fiction](#)

## Customer Reviews

Required text for a graduate-level class - or I would not have read it. It might be more valuable for a young professional and/or college student. But, as an experienced professional, I found it to be very elementary and, for the most part, useless. Glad that I only rented the ebook.

This textbook was used for an upper-division general-ed course and was so helpful in my other classes as well. I decided to buy the textbook outright to refer back to throughout graduate school. Very useful source!

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!

Book for a business class, used it once in a while, not a bad book.

bought several years ago, worked for schooling

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

very boring read

I took an online refresher course and "Writing That Works" was the required text. It is very contemporary and provides effective suggestions throughout the book. The text supported the instruction and also provided additional effective tips. I have accomplished my refresh and also have new knowledge based on updated materials in the text relating to e-writing and e-communicating. I have applied many of the learning's from this class and the book to my everyday work. The text will be sitting on my office bookshelf and will be used as a primary reference.

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