



Style Guide: For Business and Technical Communication

By Stephen R. Covey

Pearson Education (US), United States, 2012. Paperback. Book Condition: New. 5th Revised edition. 272 x 213 mm. Language: English . Brand New Book. FranklinCovey Style Guide: For Business and Technical Communication can help any writer produce documents that achieve outstanding results. Created by FranklinCovey, the world-renowned leader in helping organizations enhance individual effectiveness, this edition fully reflects today s online media and global business challenges. The only style guide used in FranklinCovey s own renowned Writing AdvantageTM and Technical Writing AdvantageTM programs, it covers everything from document design and graphics to sentence style and word choice. This edition s many improvements include extensive new coverage of graphics, writing for online media, and international business English. Through dozens of examples and model documents, writers learn how to overcome writer s block and efficiently create documents from start to finish. FranklinCovey s experts show how to get powerful results from every email; add distinctiveness and power to any online presence; write far more effective proposals, letters, memos, reports, and resumes; and improve all forms of documentation, from business procedures to highly technical content. You Il learn how to quickly discover and prioritize the information you need, whether you re planning a presentation,...



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-- Hank Powlowski

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Oxford University Press Inc, United States, 2003. Paperback. Book Condition: New. 4th Revised edition. 201 x 135 mm. Language: English . Brand New Book ***** Print on Demand *****. Harvey S. Wiener shows how parents can encourage their children to write with a...



The Well-Trained Mind: A Guide to Classical Education at Home

WW Norton Co, United States, 2016. Hardback. Book Condition: New. 4th Revised edition. 244 x 165 mm. Language: English . Brand New Book. The Well-Trained Mind will instruct you, step by step, on how to give your child an academically rigorous, comprehensive...



Who am I in the Lives of Children? An Introduction to Early Childhood Education

Pearson Education (US), United States, 2015. Paperback. Book Condition: New. 10th Revised edition. 254 x 201 mm. Language: English . Brand New Book. Note: This is the bound book only and does not include access to the Enhanced Pearson eText. To order...



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Daycare Seen Through a Teacher's Eyes: A Guide for Teachers and Parents

America Star Books, United States, 2010. Paperback. Book Condition: New. 224 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****. Between the good mornings and the good nights it s what happens during the day I want the...



History of the Town of Sutton Massachusetts from 1704 to 1876

Createspace, United States, 2015. Paperback. Book Condition: New. annotated edition. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****. This version of the History of the Town of Sutton Massachusetts from 1704 to 1876 is a labor...