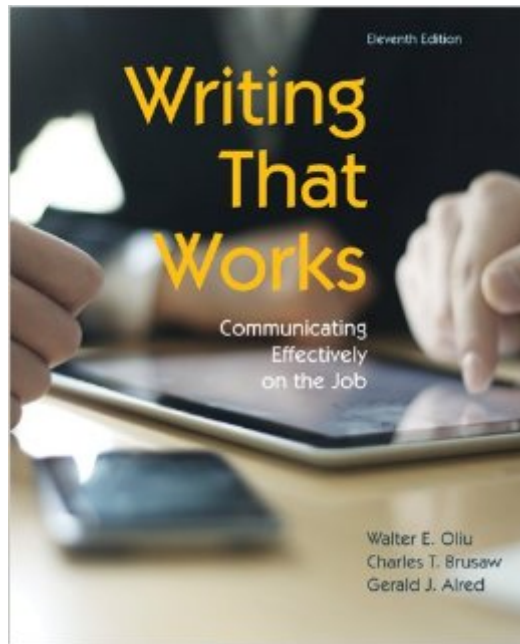


The book was found

# 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: 4.2 out of 5 stars [See all reviews](#) (69 customer reviews)

Best Sellers Rank: #25,921 in Books (See Top 100 in Books) [#28 in Books > Textbooks >](#)

[Business & Finance > Business Communication](#) [#28 in Books > Business & Money > Skills >](#)

[Business Writing](#) [#114 in Books > Textbooks > Humanities > Literature > Creative Writing &](#)

[Composition](#)

## Customer Reviews

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

I have used *Writing That Works* as a required text in an undergraduate business communication course for three years. The book is thorough and well organized with a collection of useful exercises at the end of each chapter. Chapters 1-6 address the writing process, starting with the fundamentals of writing and moving forward to include gathering research and organizing information. Chapters 7 and 8 provide much needed information on visual communication and document design. Chapters 8 and 9 provide an introduction to business communication, and the remainder of the book provides

an in-depth look at several specific types of documents including proposals, reports, and instructions.

I've seen a number of items in the same subject area, as I teach undergrad business writing courses. This one provides the best examples, including some for non-traditional students who didn't do college right away or even in just four years. Consistently, students in my classes say this is the one book they're keeping.

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!

This book should be a read for any college student going into the work world. Its pretty good and clear with examples on work writing. I kinda wish it wasnt a rental cause it would be a great addition to my library.

I am going back to school after retiring from one career field to get prepared for another. A lot of the content is review for me but it is written in a way that is easy to understand and is NOT a waste of my time.

This book helped me immensely!!! I am now communicating with high level administrators in my workplace and the information in this book was right on point. Now I know how to communicate effectively and professionally.

Got this book for a college course per my instructor. Have not used the book very much but it has been good for what I have used it for. Also was in good condition as sell stated. Would gladly use them again in the future.

[Download to continue reading...](#)

Writing That Works: Communicating Effectively on the Job, 11th Edition Writing That Works:  
Communicating Effectively on the Job Resume Writing for IT Professionals - Resume Magic or How  
to Find a Job with Resumes and Cover Letters: Google Resume, Write CV, Writing a Resume, Get  
Job, IT Resume, Writing CV, Resume CV Interview: Job Interview: HOW TO PREPARE FOR A  
JOB INTERVIEW AND MAKE SURE YOU GET THE JOB YOU DESIRE!: (+2nd FREE BOOK) 50+  
Most Essential Questions (Interview,Search,Hunting,Job Interview) INTERVIEW: 12 Steps To  
Successful Job Interviews To End Your Job Search, Get Hired (Finding A Job, Google Interview,  
Interview Skills, Interview Questions, Career Change, Job Interview, Negotiation) Interview: How To  
Best Prepare For An Interview And Land Your Dream Job In 2016! (Interview, Interviewing,  
Successful Interview, Interview Tips, Job Interview, ... Job Offer, Interview Questions, Dream Job)  
Writing That Works; How to Communicate Effectively In Business Writing That Works, 3e: How to  
Communicate Effectively in Business Writing: A Guide Revealing The Best Ways To Make Money  
Writing (Writing, Writing Skills, Writing Prompts Book 1) Resume Writing 2016: Get the Job You  
Actually Want- An Ultimate Guide on Resume Writing and Tips to Win You Your Dream Job  
Resume: [ORIGINAL] Writing 2016 The ULTIMATE, Most Up-to-date Guide to Writing a Resume  
that Lands YOU the Job! (Resume, Resume Writing, CV, Jobs, Career, Cover Letter, Profile Hacks)  
Knock 'em Dead Job Interview: How to Turn Job Interviews Into Job Offers Interviewing: Interview  
Questions - Job Interview ! Learn How to Job Interview and Master the Key Interview Skills! BONUS  
INCLUDED! 37 Ways to Have Unstoppable ... Interview! GET THE JOB YOU DESERVE! Book 1)  
GET THAT BODYGUARD JOB NOW: HOW TO LAND A LUCRATIVE BODYGUARD JOB IN  
TODAY'S JOB MARKET Sharkproof: Get the Job You Want, Keep the Job You Love... in Today's  
Frenzied Job Market Fearless Interviewing: How to Win the Job by Communicating with Confidence  
Writing Romance: The Top 100 Best Strategies For Writing Romance Stories (How To Write  
Romance Novels, Romance Writing Skills, Writing Romance Fiction Plots, Publishing Romance  
Books) Communicating Rocks: Writing, Speaking, and Thinking About Geology Writing Public  
Policy: A Practical Guide to Communicating in the Policy-Making Process Language Disorders from  
Infancy through Adolescence: Listening, Speaking, Reading, Writing, and Communicating, 4e