

Basic Letter And Memo Writing 5th Edition

Subject Guide to Books in Print 2001

Research and Information Management Ferguson Publishing 2010 In today's information age, it is easy to feel bewildered by the vast amount of data that is readily available. The importance of research and knowing how to analyze information is essential in many careers. "Research and Information Management, Third Edition" helps students learn how to acquire and manage all types of information. Coverage includes the different ways of approaching research and information management with special box features, a new appendix of Web sites, true-or-false quizzes in every chapter, and much more. The chapters include: Welcome to the Information Age; Acquiring Research Skills; Evaluating Information; Now What Do I Do with It?; Creating Effective Presentations and Memos; Making the Presentation Fit the Data; and, Staying Sane in the Information Age.

Basic Letter and Memo Writing Susie H. VanHuss 1987-01 This widely-used, activity-oriented favorite teaches basic principles of business writing, as well as approaches to letter and memo writing.

Books in Print Supplement 1994

Basic Letter and Memo Writing Susie H. VanHuss 1992-03 This widely-used, activity-oriented favorite teaches basic principles of business writing, as well as approaches to letter and memo writing.

The Japan Times Weekly 1938

A Basic Guide to Proposal Development John C. Morrow 1977

The Balance Sheet 1983

Recording for the Blind & Dyslexic, ... Catalog of Books 1996

El-Hi Textbooks & Serials in Print, 2005 2005

Writing for Business Professionals Depaul University English Dept 1995-08

El-Hi Textbooks in Print 1984

Typewriter Trade Journal and the Office System 1921

Basic Letter and Memo Writing Susie H. VanHuss 1997-11-25 This intensive, activity-oriented workbook teaches the user to solve business problems and write effective documents. Topics include emphasis on developing the ability to think logically, applying basic principles of communication, and using language appropriately. Both a process (teaching the basic skills of writing and revising to produce high-quality documents) and a product (illustrating a finished product) approach to writing are incorporated.

Basic Technical Writing Herman M. Weisman 1985

El-Hi Textbooks and Serials in Print 2006

Forthcoming Books Rose Army 1998

The Publishers Weekly 1982

The Journal of Business Education 1980

Business Education Index 1987 An author and subject index of business education articles, compiled from a selected list of periodicals and yearbooks published during the year.

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