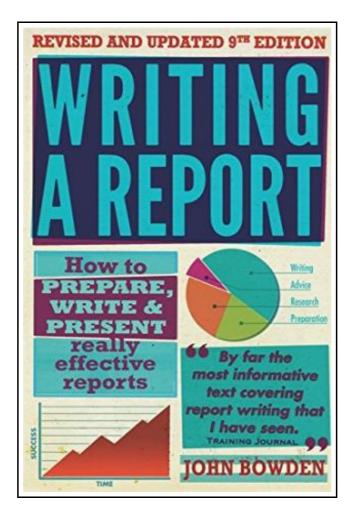
Writing a Report: How to Prepare, Write & Present Really Effective Reports (9th Revised edition)



Filesize: 6 MB

Reviews

This publication is definitely not simple to begin on studying but quite fun to see. It really is full of knowledge and wisdom I am just effortlessly can get a satisfaction of studying a created pdf. (Alfreda Bradtke)

WRITING A REPORT: HOW TO PREPARE, WRITE & PRESENT REALLY EFFECTIVE REPORTS (9TH REVISED EDITION)



Little, Brown Book Group. Paperback. Book Condition: new. BRAND NEW, Writing a Report: How to Prepare, Write & Present Really Effective Reports (9th Revised edition), John Bowden, Now in its 9th edition, this extensively revised and updated handbook explains how you can write reports that will be: Read without unnecessary delay; Understood without undue effort; Accepted, and where applicable, acted upon; Divided into three parts, the book looks in detail firstly at the practical side of report writing: Preparation and planning; Collecting and handling information; Writing and revising; Secondly, at the creative side of report writing: Achieving a good style and choosing the correct words; Improving the overall appearance of reports; And thirdly at 23 common types of report, including: Annual reports/Appraisal reports; Audit reports Minutes/Progress reports; Student project reports/Technical reports; There is also an extensive glossary and a selection of sample reports. Contents: List of illustrations; Preface to the ninth edition; Acknowledgments; Part 1: The practical side of report writing; 1. Preparation and planning; 2. Collecting and handling information; 3. Writing and revising your report; Part Two: The creative side of report writing; 4. A style guide to good report writing; 5. The Correct Use of English; 6. Improving the presentation of your report; Part Three: Some common types of report; Accident reports; Agendas for committee meetings; Annual reports; Appraisal reports; Audit reports; Comparative testing reports; Duty notes reports; Explanatory reports; Feasibility reports; - Informative reports; - Instructional manuals; - Interview reports; - Investigation into the financial affairs of a company; reports; - Minutes; - Process description reports; - Progress reports; Scientific reports; - Student project reports; -Systems evaluation reports; - Technical reports; - Technological reports; - Trouble-shooting reports; Appendix 1: Harvard Referencing; Appendix 2: Sample reports; Glossary; Resources; Index.

- Read Writing a Report: How to Prepare, Write & Present Really Effective Reports (9th Revised edition) Online
- Download PDF Writing a Report: How to Prepare, Write & Present Really Effective Reports (9th Revised edition)

Other eBooks



Children's Educational Book: Junior Leonardo Da Vinci: An Introduction to the Art, Science and Inventions of This Great Genius. Age 7 8 9 10 Year-Olds. [Us English] (Paperback)

Createspace, United States, 2013. Paperback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book ***** Print on Demand *****.ABOUT SMART READS for Kids . Love Art, Love Learning Welcome. Designed to...

Read Book »



Children's Educational Book Junior Leonardo Da Vinci: An Introduction to the Art, Science and Inventions of This Great Genius Age 7 8 9 10 Year-Olds. [British English] (Paperback)

Createspace, United States, 2013. Paperback. Book Condition: New. 248 x 170 mm. Language: English . Brand New Book ***** Print on Demand *****. ABOUT SMART READS for Kids . Love Art, Love Learning Welcome. Designed to...

Read Book »



Millionaire Mumpreneurs: How Successful Mums Made a Million Online and How You Can Do it Too!

Harriman House Publishing. Paperback. Book Condition: new. BRAND NEW, Millionaire Mumpreneurs: How Successful Mums Made a Million Online and How You Can Do it Too!, Mel McGee, Inspiring stories from some of the world's most...

Read Book »



Learn the Nautical Rules of the Road: An Expert Guide to the COLREGs for All Yachtsmen and Mariners

Fernhurst Books Limited. Paperback. Book Condition: new. BRAND NEW, Learn the Nautical Rules of the Road: An Expert Guide to the COLREGs for All Yachtsmen and Mariners, Paul B. Boissier, Expert information for yachtsmen and...

Read Book »



Ask Dr K Fisher About Dinosaurs

Kingfisher, Great Britain, 2007. Softcover. Book Condition: New. Sheppard, Kate (illustrator). 32 pages. Multiple copies of this title available. For the first time, Kingfisher brings its expertise in beautifully-designed, trusted non-fiction to the sphere of...

Read Book »