

CONCISE
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The Allyn & Bacon Guide to Writing

JOHN D. RAMAGE JOHN C. BEAN JUNE JOHNSON

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Learn more: [Engineers' Guide to Technical Writing](#) Kenneth G. Budinski, 2001-01-01. Annotation: An engineer with experience in the automotive and chemical process industries, Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co-workers to document their work in a reasonable manner. He does not focus on the mechanics of the English language but on the types of documents that an average technical person will encounter in business, government, or industry. He also thinks that students with no technical background should be able to benefit from the tutorial.

c. Book News Inc. *The Allyn & Bacon Guide to Writing, Concise Edition* Bean, Ramage J. (J., Johnson, J.), **Professional Writing** Sky Marsen, 2019-11-06. Now in its fourth edition, this is a comprehensive yet concise introduction to professional writing for different media which synthesises methods and ideas developed in journalism, public relations, management, and marketing. Based on research in the field, it equips students with the ability to convey their ideas in a wealth of print and digital formats in a variety of professional contexts internationally. It begins by examining the different aspects of the writing process before showing students how to adjust their style, tone, and approach for different documents, including short memos, feature articles, press releases, and reports. This new edition will continue to be an essential companion for undergraduates on professional writing and business communication modules. It will also be a valuable source of guidance for new professionals and entrepreneurs needing to get to grips with writing formal written documents. New to this Edition: Fully revised throughout with coverage of a wider variety of journalistic writing. New content on mission and vision statements, annual reports, and newsletters alongside an overview of how organisations use social media and respond to crises. Includes more analysed examples of business documents.

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