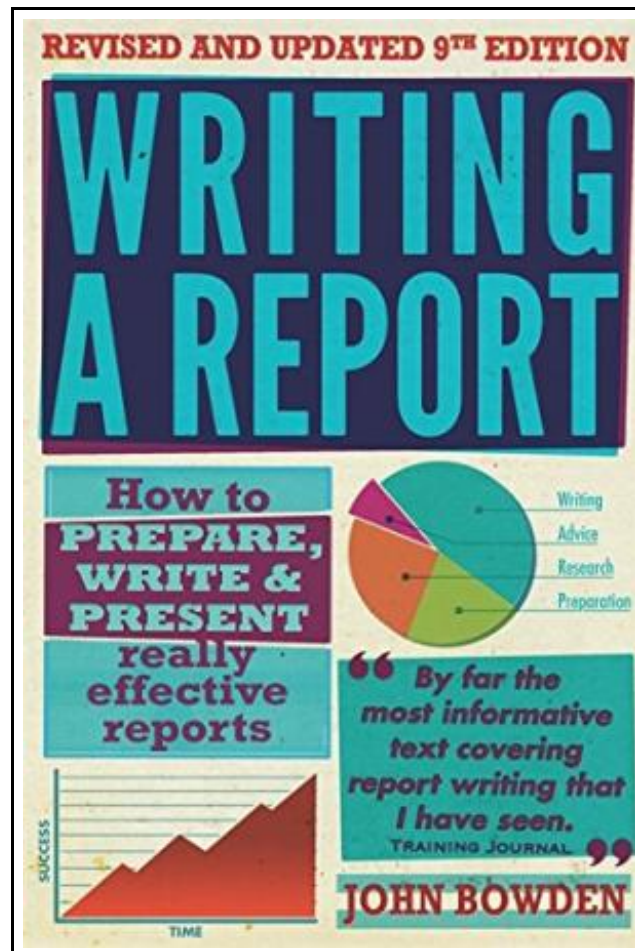


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The publication is great and fantastic. It can be filled with knowledge and wisdom You wont truly feel monotony at at any moment of your time (that's what catalogues are for about if you ask me).

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




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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.

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