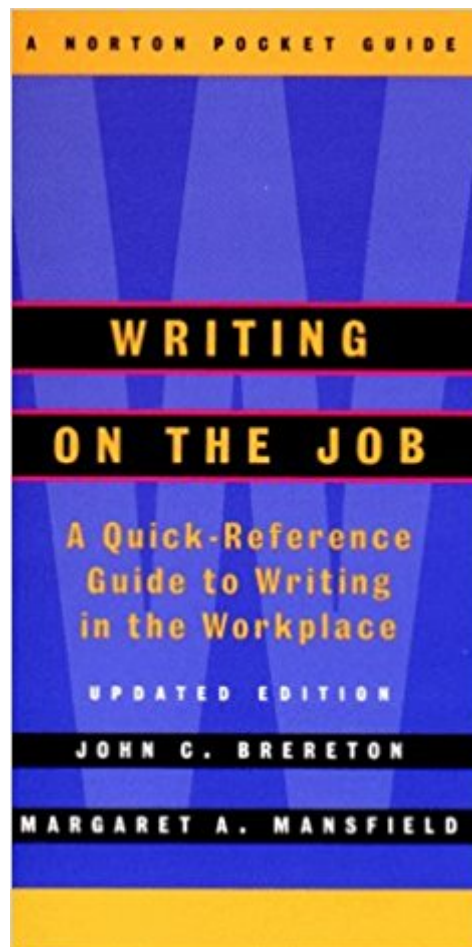




Ebook Directory
the best source of ebook

The book was found

Writing On The Job: A Norton Pocket Guide (Updated Edition) (Norton Pocket Guides)



Synopsis

Writing on the Job is the first handy reference guide for professional writing students. Each chapter teaches the essential business formats professional writers need to know and offers strategies for clear, effective business writing, illustrated with real workplace documents.

Book Information

Series: Norton Pocket Guides

Spiral-bound: 216 pages

Publisher: W. W. Norton & Company (August 17, 1999)

Language: English

ISBN-10: 0393975118

ISBN-13: 978-0393975116

Product Dimensions: 4.9 x 0.5 x 8.3 inches

Shipping Weight: 8 ounces (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 stars 8 customer reviews

Best Sellers Rank: #18,571 in Books (See Top 100 in Books) #19 in Books > Reference >

Writing, Research & Publishing Guides > Writing > Technical #214 in Books > Textbooks >

Humanities > Literature > Creative Writing & Composition #251 in Books > Reference > Writing,

Research & Publishing Guides > Writing > Fiction

Customer Reviews

I run training sessions at Fortune 500 companies, showing middle managers how to communicate on paper. This book is filled with the tips and down to earth advice I try to get across. -- Rebecca Saunders, Ph.D., Syntax, Inc. Interns and beginners will fit right in if they master the practical advice in Writing on the Job. As an experienced writer and editor, I want everyone in my office to master this easy-to-read workplace guide. -- Mary Frakes, Fidelity Investments Very thorough, well-researched. Everyone writing for publication should read Writing on the Job. -- Michelle McPhee, The Boston Globe

John Brereton (Ph.D., Rutgers University) is a Professor of English, Emeritus, at the University of Massachusetts, Boston. Previously he served as Executive Director of the Calderwood Writing Initiative at the Boston Athenæum. He has taught writing at Harvard University, Wayne State University, Brandeis University, and the City University of New York. His scholarship focuses on the history of teaching English literature and composition. Margaret A. Mansfield is professor of English

at the University of Massachusetts at Boston, where she teaches professional writing and supervises the English internship program.

Prior to buying this book, I didn't know much about how to write/compose business documents and I found this book VERY helpful in that department. I bought for an English class I was taking and ended up getting an A so I would recommend this book for learning to write business documents. However, keep in mind that things do change and so it is possible that today in 2014 some of the documents in this book may be composed or formatted differently but probably still acceptable.

It's good but I don't use it much. I only got it for a class.

I've learned a lot about writing from the book. Hopefully it can enhance my grade in class as much as it enhanced my understanding for writing!

Excellent condition

A perfect fit for our Professional Writing and Editing course, since it includes a number of genres that we wanted to cover, from fundraising letters to feature articles to resumes. AND it's concise.

Good

A+

THIS BOOK OFFERS EXCELLENT WRITING INFORMATION. A MUST FOR SOMEONE WHO WORKS IN A PROFESSIONAL WRITING RELATED FIELD OR ANYONE WHO WANTS TO LEARN HOW TO WRITE EFFECTIVELY.I REALLY ENJOYED READING, WRITING ON THE JOB. HIGHLY RECOMMENDED. THANKS JB

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

Writing on the Job: A Norton Pocket Guide (Updated Edition) (Norton Pocket Guides) Job Interview: Land Your Dream Job by Conquering Your next Job Interview by Answering 50 Tough Job Interview Questions and Maximizing Your Resume and Cover Letter Knock 'em Dead Job Interview: How to Turn Job Interviews Into Job Offers Sharkproof: Get the Job You Want, Keep the Job You Love... in Today's Frenzied Job Market Resume: Writing 2017 The Ultimate Guide to Writing a Resume that

Lands YOU the Job! (Resume Writing, Cover Letter, CV, Jobs, Career, Interview) Ten Steps to a Federal Job: Navigating the Federal Job System, Writing Federal Resumes, KSAs and Cover Letters with a Mission The Job Vault: The One-Stop Job Search Resource (Vault Reports Career Guides) Quit Your Job And Move To Southeast Asia: Vietnam, Laos, and Cambodia (Quit Your Job And Cost Of Living Guides Book 3) Writing Mastery: How to Master the Art of Writing & Write 3,000 Words Per Day - Overcoming Writer's Block (Make Money Online, Copywriting, Erotica Writing, ... Writing Mastery, How to Write a Book) Resume Writing 2016: The Ultimate, Most Up-to-Date Guide to Writing a Resume That Lands You the Job! pocket guides Oslo, 4th: Compact and practical pocket guides for sun seekers and city breakers (Thomas Cook Pocket Guides) Quit Your Job and Move to Key West - The Complete Guide (Quit Your Job and Move to...) Pocket Guide to Miami Architecture (Norton Pocket Guides) Studio Job: The Book of Job The Natural Survival of Work: Job Creation and Job Destruction in a Growing Economy The 2-Hour Job Search: Using Technology to Get the Right Job Faster Tell Me About Yourself...: Secrets to Strategic Job Interviews (The Job Seeker Manifesto Book 3) Knock 'em Dead Job Interview: How to Turn Job Interviews into Paychecks Quitter: Closing the Gap Between Your Day Job & Your Dream Job Job Interview: 81 Questions, Answers, and the Full Preparation for a Job Interview

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)