

INSTRUCTOR'S EDITION



Successful Writing at Work

FOURTH EDITION

PHILIP C. KOLIN

Presenting a cutting-edge approach to writing, this book provides a comprehensive guide to the writing process, from planning to editing, and includes a wealth of examples and exercises to help you master the art of effective business writing.

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This textbook has been approved by the American Council on Education (ACEJ) for use in business writing courses. It is a valuable resource for students and professionals alike, providing a comprehensive guide to the writing process, from planning to editing, and includes a wealth of examples and exercises to help you master the art of effective business writing.

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