



## Workplace Communications: The Basics, MLA Update (Paperback)

By Searles

Pearson Education (US), United States, 2017. Paperback. Condition: New. 7th ed.. Language: English . This book usually ship within 10-15 business days and we will endeavor to dispatch orders quicker than this where possible. Brand New Book. For courses in Professional Communication and Workplace Writing. This version of The Curious Writer has been updated to reflect the 8th Edition of the MLA Handbook (April 2016)\* After teaching a course to college students pursuing trade careers, George Searles realized his students needed a book that focused on practical applications, rather than theory--and that explored workplace communication in a user-friendly tone. Workplace Communications: The Basics takes a down-to-earth approach to writing and communicating on the job, teaching the essentials in an accessible style appropriate for any student or course. The clear, concise nature of the book meets the needs of not only its originally intended audience, but the needs of students taking technical communication at a wide range of institutions for any major as well. The Seventh Edition retains and enhances the text s pedagogical aids, rich examples, and practical exercises, preparing students to communicate successfully in any workplace environment. \* The 8th Edition introduces sweeping changes to the philosophy and details...



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