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The best-selling book of its kind, discusses the communication, both written and oral, actually done by professional accountants It uses real-world accounting situations and includes major sections on Communication Strategies, Business Documents, and Oral Communication This book is written for the accountant who wants to sharpen their communication and critical thinking skills in order to be more effective in the workplace. For Accounting, Business Communication, and Technical Writing courses.

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research papers, presentations, investor letters, marketing literature, and more Virtually all firms with investors as clients need to communicate to them regularly, but few financial professionals receive formal training in investor communications. When investors' opinions, attitudes, and actions determine the health of your company, it is vitally important that these communications not be left to chance. The Investment Writing Handbook provides essential guidance and clear explanations to help you transform your communication strategy, execution, and results.

Writing is never easy, but this book can make it easier. With Page 22/26

attentiveness and experience, Claudia Kousoulas gives readers applied writing, editing, and production approaches that provide a clear path to completing a document and tools that ensure it is engaging and professional. The book follows a project's path from initial assignment and conception, through sorting out what's significant, shaping it into a message, and guiding readers to an action. It addresses the different types of documents planners have to create, the different media they use, and the different audiences they address. Its strategies will help writers start a project and see it through to a clear and coherent piece of work that serves its purpose. This

book will help planners meet the challenges of creating work that is accurate, creative, and useful. Students will find it helpful in providing professional standards and quick reference information, and professionals will carry it through their careers as a reference, and as a way to establish workplace standards and improve their own work.

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relevance writing has to their own lives and learning. Based on their practical experience and what research says is the most effective practice, the authors share detailed guidance on how teachers can provide writing study lessons drawing on what real writers do and how to teach grammar effectively. They also share a variety of authentic class writing projects with accompanying teacher notes that will encourage children to use genres appropriately, creatively and flexibly. The authors' simple yet comprehensive approach includes how to teach the processes and craft knowledge involved in creating successful and meaningful texts. This book is invaluable for all primary

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