

Strategies For Managerial Writing, 2005, 388 pages, Steven H. Gale, Mark David Garrison, 0324015410, 9780324015416, Thomson/South-Western, 2005

Business professionals have a critical need for effective communication skills. Those who aspire to be successful in the business world must have strong writing ability as well as the savvy to know how and why to communicate effectively. Strategies for Management Writing addresses this need and provides the tools to turn basic writing into creative, integrated, and more effective writing. The text is organized in categories of business writing: memos, e-mail, press releases, reports, letters, and more. Realistic activities and exercises, such as the *ВЪн*-basket, *ВЪк* help students organize and develop communicative messages while a variety of scenarios throughout the text require students to adopt a point of view and communicate from their position. The authors have placed special attention on ethics and fairness, diversity, and business globalization making this text more comprehensive and up-to-date in the complex world of business communication.

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