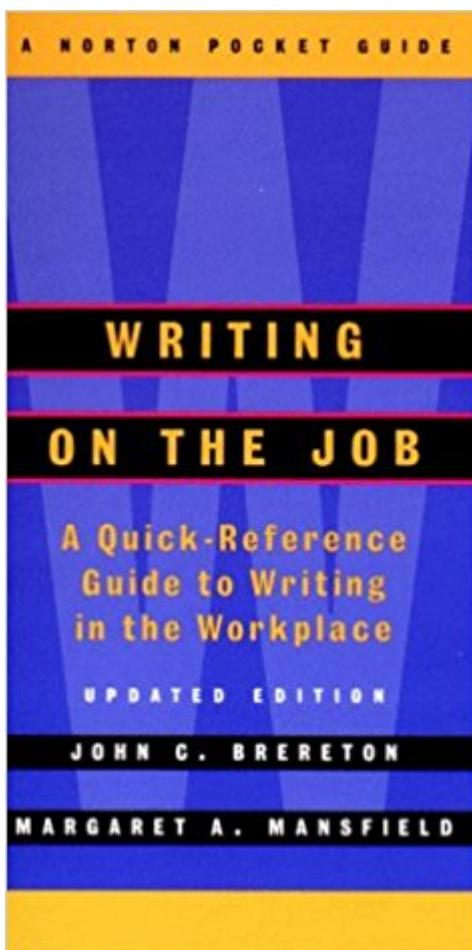


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# Writing On The Job: A Norton Pocket Guide (Updated Edition) (Norton Pocket Guides)



## **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**

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## **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

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