



Successful Writing at Work: Concise Edition

By Philip C. Kolin

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This user-friendly, compact text presents the most necessary, useful skills and strategies for successful workplace writing. Based on the successful parent text, **SUCCESSFUL WRITING AT WORK**, Ninth Edition, **SUCCESSFUL WRITING AT WORK**, Concise Third Edition, maintains a practical approach, an abundance of realistic situations and problems, real-world examples, and detailed guidelines for drafting, editing, and producing professional documents and graphics. The Concise Third Edition features a contemporary, open, and user-friendly design, including a wide trim size to allow for marginal note-taking.

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Editorial Review

Review

"I've looked at most of the other books out there for this course, and Kolin's is by far the best."

"I think the information on international audiences is always pertinent and is helpful for students, especially those from rural areas where they may not be exposed to other cultures often."

"I really use the resume section a lot. I find it incredibly important, especially at a community college level where students are working to find employment in a short amount of time, sometimes after completing my course."

"My students also really appreciate (and so do I!) the job search document chapter (resumes & cover letters)."

"The discussion of style is an integral element in the course, so I wanted a text that embodied a conversational style, that demonstrated sensitivity to the audience (students), and that practiced what it preached as far as writing is concerned. This text does that through its word choice, organization, content, use of visuals, and emphasis."

About the Author

Philip C. Kolin is the University Distinguished Professor in the Department of English at the University of Southern Mississippi, where for 40 years he has taught courses in composition, business and technical writing, literature, and research methods. He has extensive experience as an editor of several scholarly journals and is the co-founder of *STUDIES IN AMERICAN DRAMA* (1945-present). He received the Conference of Learned Journals award for the best new journal. In addition, he was also named Southern Mississippi's first Distinguished Professor in the Humanities. Dr. Kolin has published almost 40 books and 200 scholarly articles covering a variety of subjects, including writing, drama, linguistics, and popular culture. He also has written an award-winning book on professional writing for nurses and articles on writing for lawyers and other professionals. Over the years, he has conducted workshops on technical business writing, the publication process, and managing professional communications. He received his Ph.D. from Northwestern University.

Users Review

From reader reviews:

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