

Straight Talk: Written Communication for Career Success

Paul R. Timm, Sherron Bienvenu



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Straight Talk: Written Communication for Career Success is a fresh new approach that gives tools needed to communicate with confidence. This text provides a thorough overview and hands-on practice in the written communication skills essential for life and work success. Whether writing person to person, or to a group, plenty of practical applications give hands on experience in: practicing effective writing, handling professional memos, participating in teams, and gaining confidence in delivering formal and informal professional documents. This book also helps students prepare for competitive events and includes a 5-Step Strategic Communication tactic which students can immediately apply and practice.

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