



Writing in the Workplace

Jo Allen

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This book is written specifically for those whose primary job responsibility is not writing, but who must write on a regular basis in order to succeed in the workplace. *Writing in the Workplace* offers a practical approach to writing in print and electronic formats. Writers are given clear advice about writing while being shown annotated drafts of documents and their revisions in order to help them understand their options and the choices they'll have to make. The book recognizes the role of new electronic media throughout, both as tools for research and writing and as influential forms of workplace communication. It also emphasizes the workplace context and recognizes the social and political realities that affect the creation of documents. Topics include: organizational images and cultures; a writing strategy; researching; revising; incorporating graphics; letters and memos; design; employment communication; reports, proposals and instructions; oral communication; and much more! Anyone who needs to write in the workplace.

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