



Successful Writing at Work: Concise Edition

By Philip C. Kolin

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Packed with real-world examples, **SUCCESSFUL WRITING AT WORK: CONCISE**, 4e delivers a practical yet succinct introduction to effective workplace writing for a variety of communication tasks. Based on the market-leading **SUCCESSFUL WRITING AT WORK**, 10e, the **CONCISE** edition covers the most essential skills for effective workplace communication. The text begins with writing basics, emphasizing the characteristics of effective writing, the writing process, ethics, and the importance of audience. It covers basic business correspondence, walks students through formatting letters for a variety of business situations, and features a step-by-step chapter on getting a job. More advanced chapters focus on document design and visuals, writing instructions and procedures, writing reports, proposals, and making business presentations. The Fourth Edition emphasizes ethical considerations throughout as well as integrates guidelines for greening the workplace.

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Editorial Review

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.

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