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Effective Writing Handbook For Accountants

Effective Writing: A Handbook for Accountants (10th Edition) 10th Edition by Claire B. May (Author), Gordon S. May (Author) 4.6 out of 5 stars 25 ratings

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Never before have written and oral communication skills been so important. With Effective Writing: A Handbook for Accountants, Sixth Edition, your students will develop effective communication strategies, learn how to prepare business documents, and learn how to maximize their writing and presentation skills. This book is appropriate for a stand-alone course on writing for accountants, or may be used as a supplementary book in any accounting course.

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This text, the largest selling book of its kind, discusses the communication, both written and oral, actually done by professional accountants. It uses real-world accounting situations and includes major sections on Communication Strategies, Business Documents, and Oral Communication. From the Back Cover

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Effective Writing: A Handbook for Accountants covers every stage of the writing process, from planning, critical thinking, and generating and organizing ideas, to writing drafts, revising, and designing for presentations.

May & May, Effective Writing: A Handbook for Accountants ...

Throughout the text, Effective Writing stresses coherence, conciseness, and clarity as the most important qualities of the writing done by accountants. This edition includes many new and revised assignments that reinforce the concepts covered in the text, as well as coverage on ethics in communication.

Effective Writing: A Handbook for Accountants, 9th Edition ...

They have observed that accounting professionals need good writing skills to succeed, but accounting students may not receive the instruction and practice they need to become good writers. They wrote "Effective Writing: A Handbook for Accountants" to help accounting students and practicing accountants sharpen their writing skill --This text refers to an alternate kindle_edition edition.

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This book discusses the communications, both written and oral, actually done by professional accountants. The authors use real-world accounting situations and include major sections on communication strategies and business documents.

Effective Writing: A Handbook for Accountants by Claire B. May

Description. For courses in Intermediate Accounting, Accounting, Business Communication, and Technical Writing. This useful guide covers all stages of the writing process--planning, critical thinking, generating and organizing ideas, writing the draft, revising, and designing for presentation. With an emphasis on coherence, conciseness, and clarity as the most important qualities of the writing done by accountants, it guides readers through the essential skills, highlights aspects of ...

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Effective Writing Handbook For Accountants 9th Edition

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Effective writing : a handbook for accountants (Book, 2019 ...

This manual was written for teachers who want to help their accounting students to become better communicators. As a supplement to Effective Writing: A Handbook for Accountants, 10th ed., it is intended for those who include a communication component in their accounting courses, as well as those who teach courses in accounting communication.

INSTRUCTOR'S MANUAL

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