



Writing a Report: How to Prepare, Write and Present Powerful Reports

John Bowden

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In business making a point and achieving an objective often depends on presenting a polished and persuasive case. This text provides a framework for producing effective written reports, detailing the process from collecting and handling information to the final presentation. The book includes suggested style guides for a whole range of reports, from appraisals and agendas to scientific and technical reports. This revised edition contains information on making use of the Internet in report-writing.

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