



TENTH EDITION

# EFFECTIVE WRITING

*A Handbook for Accountants*

CLAIRE B. MAY  
GORDON S. MAY

# Effective Writing A Handbook For Accountants 10th Edition

**DP Hallahan**



## **Effective Writing A Handbook For Accountants 10th Edition:**

**Effective Writing** Claire Arevalo May, Gordon S. May, 2009 For Accounting Business Communication and Technical Writing courses This book is written for the accountant who wants to sharpen their communication and critical thinking skills in order to be more effective in the workplace **Effective Writing** Claire Arevalo May, Gordon S. May, 2015 Informs people within the accounting profession how to write clearly and effectively Includes guidance on writing reports essay exams resumes and digital communication and social media Contains an additional chapter on planning and delivering an oral presentation **Effective Writing** May, 2002-01-01 **Subject Guide to Children's Books in Print 1997** Bowker Editorial Staff, R R Bowker Publishing, 1996-09 **Books in Print Supplement** , 1985 *Subject Guide to Books in Print* , 1997 **Books in Print** , 1991 **Forthcoming Books** Rose Army, 2003-04 *Collier's Encyclopedia* , 1986 *The United States Catalog* Mary Burnham, Carol Hurd, 1928 **International Books in Print** , 1990 *Accountancy* , 1977 **American Book Publishing Record** , 2005 *The Accountant* , 1976 **The Cumulative Book Index** , 1990 A world list of books in the English language *Resources in Education* , 1998 **Effective Writing** Claire B. May, Gordon S. May, 2011-11-21 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book A useful guide to all the stages of the writing process Effective Writing guides the writer through all the stages of the writing process planning critical thinking generating and organizing ideas writing the draft revising and designing for presentation 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 **Accountants' Index** American Institute of Certified Public Accountants, 1961 **Business** , 1961 **The Journal of the Law Society of Scotland** , 1988

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