



Effective Writing: A Handbook for Accountants, 9th Edition

By Claire B. May, Gordon S. May

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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.

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