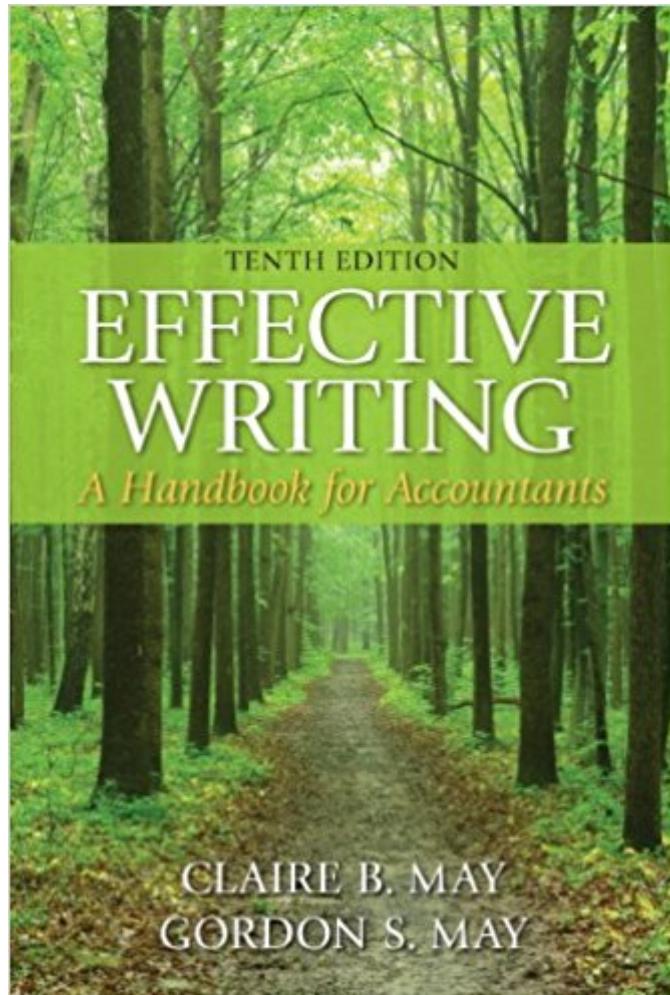


The book was found

# Effective Writing: A Handbook For Accountants (10th Edition)



## **Synopsis**

For courses in Intermediate Accounting, Accounting, Business Communication, and Technical Writing Â This useful guide covers all stages of the writing processâ “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 communication that can enhance writing skills, provides material on research, shows how to write for the workplace, and includes coverage of the ethics of communication.

## **Book Information**

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Average Customer Review: 4.3 out of 5 starsÂ See all reviewsÂ (30 customer reviews)

Best Sellers Rank: #35,272 in Books (See Top 100 in Books) #13 inÂ Books > Reference > Writing, Research & Publishing Guides > Writing > Technical #93 inÂ Books > Textbooks > Business & Finance > Accounting #218 inÂ Books > Business & Money > Accounting

## **Customer Reviews**

I did not find the book helpful or useful. You might as well have a 10th English grammar book.

I had to buy this book for my college class. It is a good book that takes the knowledge one should already have and puts it in the context of writing for accountants. Nonetheless, it is very important to know what the book teaches because much of what accountants write ends up in court. It is definitely worth the expense (investment?).

Had to buy it for a class. It's informative, if compact and a tad dry. And it would be nice to have the answers with the questions. (Not for the class, but for my own life)

It is an used book but meets my expectation. It is an older version but it is what required for my

class. I got it on time for class. Thank you.

Book has been a very good resource for my class. I highly recommend this book for any accountant looking to improve their writing skills.

I work in a CPA firm and found this book to recommend simplification in writing to the point of absurdity. It is a fact that there is a 'language' for business, and this book spends far too much time advising the reader to take complex or wordy phrases and simplify them to an almost moronic degree. While I agree that business writing is often overly and unnecessarily convoluted, this book seems to ignore a business-like paring down and instead invite the reader to return to elementary-school quality writing. I definitely did not feel that the book was a worthwhile investment, especially at the inflated price for which it retails. It is possible that it would benefit those in the accounting field whose clientele are completely non-business oriented or have little business knowledge.

Came in the right amount of time and is perfect for the class I am taking and to use in the future is necessary!

This book was needed for a class I was taking, and I wouldn't have gone out and bought it otherwise, but it's truly a great book. I have used it a few times outside of class. It is filled with examples to follow from, which are extremely helpful.

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