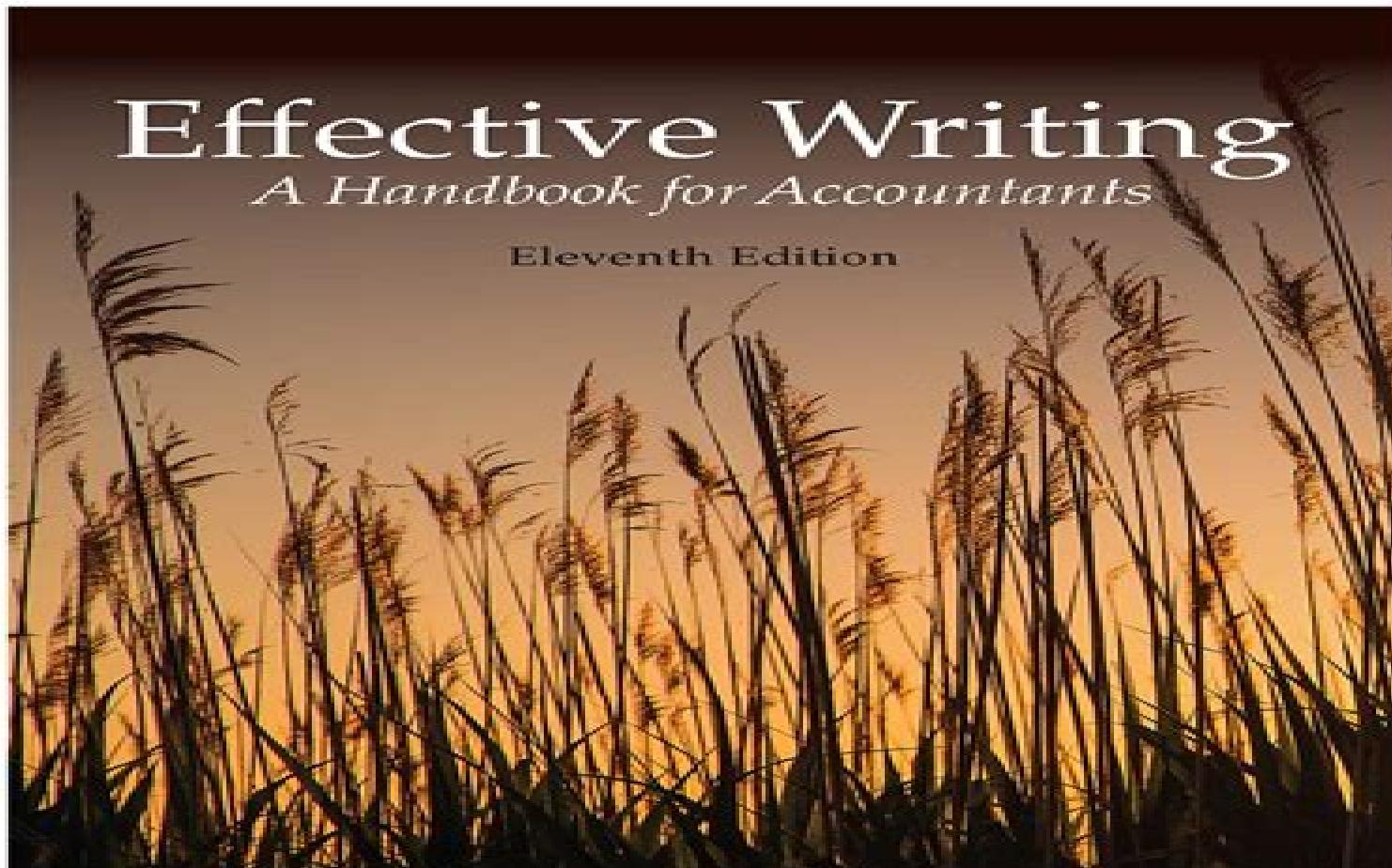


# Effective Writing

*A Handbook for Accountants*

Eleventh Edition



CLAIRE B. MAY | GORDON S. MAY



# Effective Writing A Handbook For Accountants

**Christian Drosten**

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**Effective Writing; Study Guide, a Workshop Course, May 1975** United States. Internal Revenue Service,1975 This study guide for a workshop course in effective writing is designed to help everyone involved in the process of business writing managers supervisors and professional employees agree on standards to be used in writing and reviewing and to increase their confidence and skill in generating documents that meet those standards Unit 1 presents fundamental considerations and standards for effective communication Unit 2 discusses planning organizing and evaluating writing as well as revising and editing Unit 3 discusses language principles clarity conciseness and appropriate tone Unit 4 discusses such topics as paragraph development paragraph length and paragraph linkage Unit 5 discusses sentence principles active voice parallel ideas and punctuation Unit 6 is an epilogue that includes general comments about the course     Prentice Hall's Accounting Faculty Directory ' 91 James R. Hasselback,1990-12     **Effective Writing** United States. Internal Revenue Service,1975     *Georgia Journal of Accounting* ,1988     J.K. Lasser's Standard Handbook for Accountants J.K. Lasser Tax Institute,1956

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