



Professional Business Writing, Student Text-Workbook with CD-Rom

Elizabeth Kerbey, Marilyn Satterwhite

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This text-workbook contains the materials necessary to help students learn to write effective business letters, memos, and informal reports. Numerous examples provide opportunities for students to analyze and model effective writing techniques and strategies. This revised edition of the former *Modern Business Correspondence* contains an Instructor Annotated Edition with CD-ROM and a student CD-ROM packaged with the student edition.

The student CD-ROM provides hands-on completion of editing and proofreading exercises, as well as composition of letters, memos, reports, and other documents; it also contains the *Glencoe Interactive Grammar* program for refreshing your grammar skills.

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