

Forsyth

How to Write Reports and Proposals

Create Attention-Grabbing Documents That Achieve Your Goals

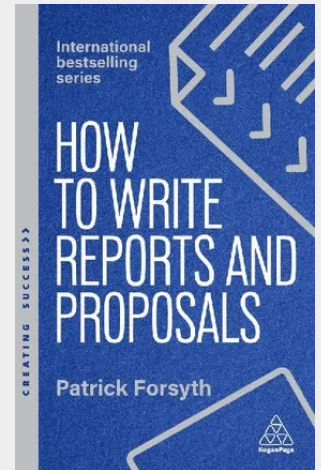
Getting a message across on paper and presenting a proposal in a clear and persuasive form are vital skills for anyone in business. This book provides practical advice on how to impress, convince and persuade. This fully updated 7th edition now features even more practical exercises, useful templates and top tips that will help you to write succinctly and with impact across different media. **How to Write Reports and Proposals** will give you the tools to put over a good case with style. **The Creating Success series of books...** Unlock vital skills, power up your performance and get ahead with the bestselling **Creating Success** series. Written by experts for new and aspiring managers and leaders, this million-selling collection of accessible and empowering guides will get you up to speed in no time. Packed with clever thinking, smart advice and the kind of winning techniques that really get results, you'll make fast progress, quickly reach your goals and create lasting success in your career.

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