FIFTH EDITION

Excellence in Business
COMMUNICATION
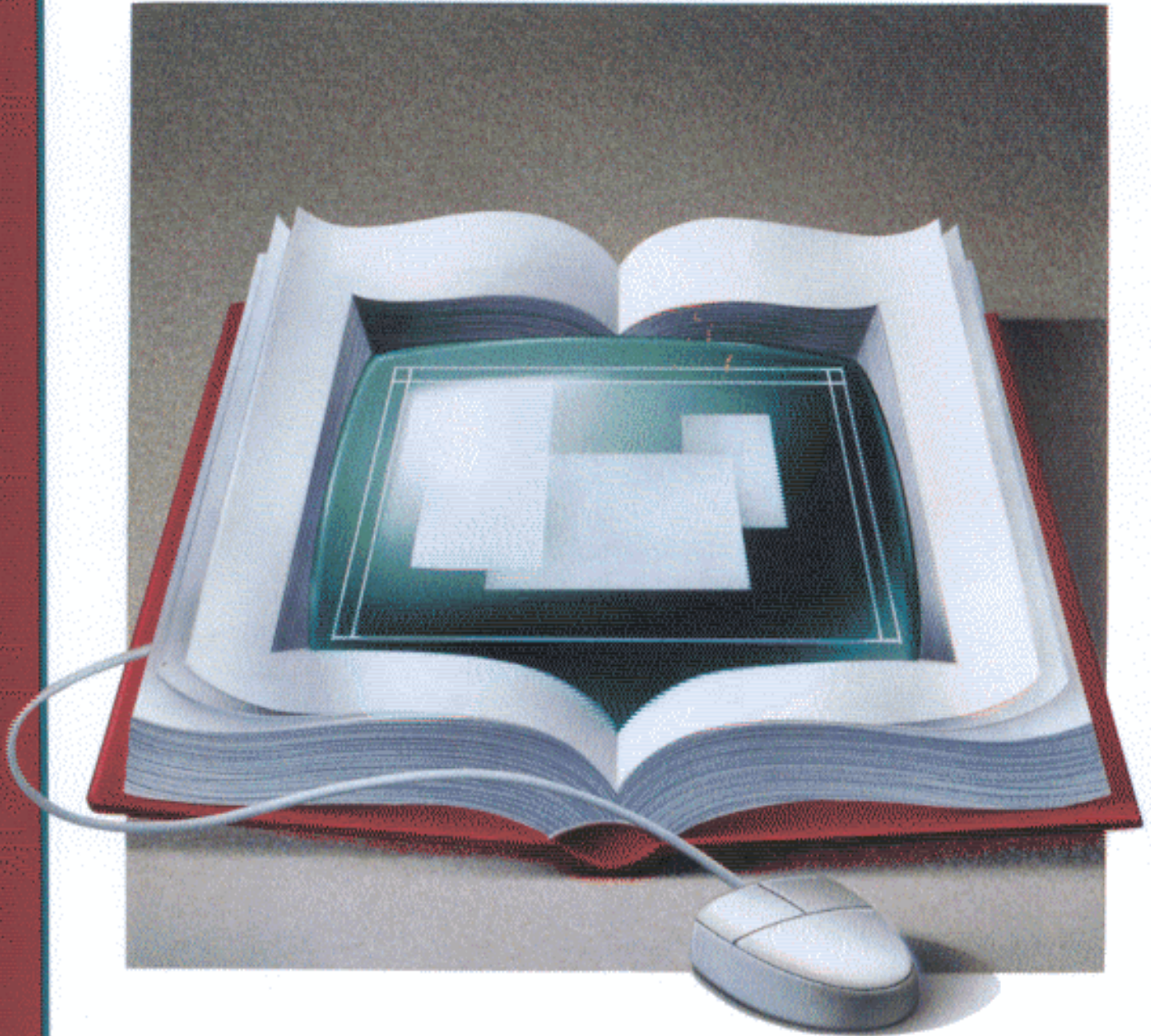
John V. Thill ♦ Courtland L. Bovée

CONTENTS

11 WRITING BUSINESS REPORTS AND PROPOSALS   315

12 COMPLETING FORMAL REPORTS AND PROPOSALS   358

Appendix A   FORMAT AND LAYOUT OF BUSINESS DOCUMENTS   491

Appendix B   DOCUMENTATION OF REPORT SOURCES   513

Appendix C   FUNDAMENTALS OF GRAMMAR AND USAGE   519

Appendix D   CORRECTION SYMBOLS   537