

Business Writing Made Easy

The McGraw-Hill 36-Hour Course in Business Writing and Communication, Second Edition Kenneth Davis.2010-03-19 Supercharge your writing skills . . . by the end of the week! In the workplace, your writing speaks volumes about you. Whether you're crafting a three-line message or a 300-page report, you need to write in a polished, professional way—regardless of your position or profession. The McGraw-Hill 36-Hour Course in Business Writing and Communication puts you on the fast track to becoming a strong, persuasive business writer. Complete with exercises, self-tests, and an online final exam, this multifaceted business writing “course” teaches you how to: SEIZE READERS’ INTEREST INSTANTLY ELIMINATE NONSPECIFIC WORDS AND PHRASES MANAGE CROSS-CULTURAL WRITING CRAFT COMPELLING ONLINE COPY CREATE POWERFUL PRESENTATIONS Present yourself at the top of your game in every e-mail, memo, report, and presentation with The McGraw-Hill 36-Hour Course in Business Writing and Communication!

Letter Writing Made Easy Margaret McCarthy.2003 In Letter Writing Made Easy! author Margaret McCarthy offers sample letters for hundreds of common occasions. Need to write a thank you note? Want to dispute a bill? Having trouble expressing your feelings upon the death of a friends loved one? McCarthy has provided samples which you can use as is, or modify to suit your own particular style or concerns.

Writing by Numbers Melissa Shultz,Christine Tamer.2020 This book aims to demystify the legal writing process by providing concrete formulas-both macro and micro formulas-for mastering the

content required for objective and persuasive legal analysis. The macro formula we start with in this book is CRAC, which stands for Conclusion (C), Rule (R), Analysis (A), and Conclusion (C). Within this macro formula, we use micro formulas to help you draft the different parts of CRAC. This book also takes different parts of legal work product, such as the introduction to a motion or the question presented of an objective memo, and breaks those parts down into components so that you can see how they are put together and then can write your own by applying those basic constructs. At each juncture of your legal writing journey, this book will give you a roadmap to follow (and a step-by-step list of directions) such that you will never feel completely lost and never find yourself faced with an entirely blank page--

The Little Black Book of Business Writing Mark Tredinnick, Geoff Whyte. 2010 Focuses on business documents and business-writing needs, making both the business writer's job easier, not to mention the reader of the final version.

Business Writing For Dummies Natalie Canavor. 2017-04-05 Business writing that gets results The ability to write well is a key part of your professional success. From reports and presentations to emails and Facebook posts, whether you're a marketer, customer service rep, or manager, being able to write clearly and for the right audience is critical to moving your business forward. The techniques covered in this new edition of Business Writing For Dummies will arm you with the skills you need to write better business communications that inform, persuade, and win business. How many pieces of paper land on your desk each day, or emails in your inbox? Your readers--the people you communicate with at work--are no different. So how can you make your communications stand out and get the job done? From crafting a short and sweet email to bidding for a crucial project, Business Writing For Dummies gives you everything you need to achieve high-impact business

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Brilliant Business Writing Neil Taylor.2012-12-27 Full of tips, examples and exercises that will transform your writing from the same old same old into something that'll mark you out from the crowd. Get the confidence and creativity to take your business writing from something that does the job into something that's brilliant. Brilliant outcomes Produce business writing people actually want to read Persuade and inspire people, sell more, or get that job Get a distinctive, powerful and engaging writing voice

Can Do Writing Daniel Graham, Judith Graham.2009-03-30 A simple, ten-step system for mastering the art of effective, persuasive business or technical writing The Grahams' system is the best way to transform data and ideas into meaningful information necessary to make profitable decisions. Their system works every time. —Steven Laposa, PhD, MBA, Loveland Commercial Endowed Chair in Real Estate, Colorado State University The Grahams' straightforward program helps my teams create clear and concise reports, letters, and other documents with minimal effort. I want this program to become the standard for my teams. —Bill Walter, Senior Vice President, Government and Infrastructure Division, KBR The Can Do Writing system made my career! I used it to write a winning business plan and proposal, and now I use it every day for all communications. Can Do Writing provides valuable insights into business and management as well as writing techniques. —Christian Robey, President, DC Progress You may be an expert at what you do, but if you can't communicate effectively in writing it may not matter. For scientists, businesspeople, and

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Plain Style Richard Lauchman.1993-10-22 Good writing is good business. Simple, straightforward writing saves time, creates good relationships, and prevents expensive misunderstandings. But why is it so hard to achieve? This incisive guide suggests ways to think about writing -- what it should look and sound like, as well as what it should accomplish -- that can simplify how writers choose to express their ideas. It examines the reasons why many businesspeople with good skills tend to write strange, needlessly complicated sentences -- and shows them how to break the habit. Plain Style offers 35 practical techniques that foster simplicity, conciseness, and emphasis.

Business Writing For Dummies? Sheryl Lindsell-Roberts.1999-03-29 Identifies six steps of effective business writing, covering everything from getting started to proofreading; discusses letters and memos, reports, proposals, and presentations; and examines issues unique to electronic messaging.

Effective Business Writing Patrick Forsyth.2009 Readers learn to formulate a systematic approach to writing that makes it easier to get the right words down, avoiding the dangers of bland

and formulaic approaches. This work also covers the advantages and disadvantages of e-mail.

Letter Writing Made Easy P. Sawhney.2009

Business Grammar, Style & Usage Alicia Abell.2003 Focusing on the art of business writing and speaking--based on how executives actually write and speak--this text's topics include misused punctuation and spelling, misused terms, and the top ten rules for writing and speaking articulately.

Quick & Painless Business Writing Susan F. Benjamin.2008-08-21

How to Say it Business Writing that Works Adina Gewirtz.2007 A practical manual introduces a simple and effective ten-step program for developing persuasive and successful business writing, explaining how to determine the proper audience, select the most effective words, create polished prose, and more. Original.

The Only Business Writing Book You'll Ever Need Laura Brown.2019-01-29 A must-have guide for writing at work, with practical applications for getting your point across quickly, coherently, and efficiently. A winning combination of how-to guide and reference work, *The Only Business Writing Book You'll Ever Need* addresses a wide-ranging spectrum of business communication with its straightforward seven-step method. Designed to save time and boost confidence, these easy-to-follow steps will teach you how to make clear requests, write for your reader, start strong and specific, and fix your mistakes. With a helpful checklist to keep you on track, you'll learn to promote yourself and your ideas clearly and concisely, whether putting together a persuasive project proposal or dealing with daily email. Laura Brown's supportive, no-nonsense approach to business writing is thoughtfully adapted to the increasingly digital corporate landscape. Complete with insightful sidebars from experts in various fields and easy-to-use resources on style, grammar, and punctuation, this book offers essential tools for success in the rapidly changing world of business

communication.

Plain Letters Mona Sheppard.2011-06-01

Effective Business Writing Maryann V. Piotrowski.1993-10 Business Writing will help readers communicate more effectively, whether they are writing memos, letters, or reports. Also, it tells how to overcome writer's block, edit someone else's writing, and find an efficient writing system.

The Elements of Business Writing Gary Blake,Robert W. Bly.1992 Anyone who has ever had to write any business document, from interoffice memo to fifty-page proposal, will find this the single most effective tool for producing clear, concise, and persuasive prose. Equally useful to executives and support staff, it shows how to write clearly and powerfully, organize material and avoid errors and jargon.

Business Writing That Counts Julie Miller.2001-02-01

Business Writing Made Easy James Vincler,Nancy Vincler.1985-01-01

Writing for Business Jane Hicks.2016-09-14 This book is for anyone who has ever been baffled by English usage or who needs a grammar reality-check. A good review for anyone, the book is especially recommended for college business majors. The author knows how writing can boost or wreck careers. She should know; she is a former business executive, entrepreneur, and most recently, business professor. Now she wants to give you the tips she wishes someone had given her. In an online world, you are what you write. Your goal should be to present yourself as a polished professional and a person of goodwill. Whether you build your own business, work for the Fortune 500, or work for the public good, writing will be crucial to your success. This book will help.

Business Writing For Dummies Natalie Canavor.2017-04-05 Business writing that gets results The ability to write well is a key part of your professional success. From reports and presentations to

emails and Facebook posts, whether you're a marketer, customer service rep, or manager, being able to write clearly and for the right audience is critical to moving your business forward. The techniques covered in this new edition of *Business Writing For Dummies* will arm you with the skills you need to write better business communications that inform, persuade, and win business. How many pieces of paper land on your desk each day, or emails in your inbox? Your readers—the people you communicate with at work—are no different. So how can you make your communications stand out and get the job done? From crafting a short and sweet email to bidding for a crucial project, *Business Writing For Dummies* gives you everything you need to achieve high-impact business writing. Draft reports, proposals, emails, blog posts, and more. Employ editing techniques to help you craft the perfect messages. Adapt your writing style for digital media. Advance your career with great writing. In today's competitive job market, being able to write well is a skill you can't afford to be without—and *Business Writing For Dummies* makes it easy!

10 Steps to Successful Business Writing Jack E. Appleman. 2008 Business management.

Business Writing Made Easy Suzan St. Maur. 2011-11-07 Suze is a messiah to businesses who want to engage, not bore, their customers, even if writing comes as a bit of a chore. - Ann Handley, MarketingProfs.com Considering that around 99 percent of internet business is done via the written word (plus what we still need to do for printed business writing) getting your business writing right is more important than ever before. In this practical how-to book professional business writer Suzan St Maur gets you writing effectively, easily, and quickly. Suze shows you how to... 1. Make sure your thinking is right, so what you write works first time 2. Polish your grammar, spelling and punctuation to perfection 3. Start your writing off on the right foot every time 4. Ensure everything you write gets the results you want 5. Harness PR skills to get you and your business noticed 6. Use

pro advertising techniques to fire up your promotional writing 7. Write about yourself so readers know just how good you really are 8. Compose and write formal business documents with confidence 9. Prepare and present speeches that wow your audiences

The Irresistible Business Plan and Grant Writing Made Easy Michael J. Clinton.2014-07-18 A simple one-two punch for individuals who are interested in writing a business plan for their for-profit enterprise or seeking funding for their non-profit organization.

Business Writing Today Natalie Canavor.2022-09-27 Business Writing Today: A Practical Guide, Fourth Edition prepares students for success in the business world by giving them the tips, tools, and step-by-step guidance they need to write more powerfully, clearly, and strategically.

Write Right Craig Richards.2009 Preparing an effective document is a daunting task for anyone wishing to get ahead in the world of business. Craig Richards understands this and has produced Business Documents Made Easy - The Silver Bullet for Future CEOs to lend a hand. Containing clear and concise hints, pro- formas and examples, this title will enable you to prepare 12 essential business documents in minutes. The book is divided into three parts... Why and how - explains the reasons why the reader needs this book, and how it will help advance their career Making sure your document is read - contains the 10 golden rules to business writing, as well as 9 ways to avoid giving your boss a headache A simple guide to preparing 12 documents often required in the business setting - including the business plan, the brief, the contract, the speech, the resume, the marketing brochure and the sales letter. Even the most inexperienced of writers will soon be producing effective business documents that will get them noticed thanks to Business Documents Made Easy - The Silver Bullet for Future CEOs

Author Business Plans Made Easy Ryan Petty.2021-05-08 AUTHOR BUSINESS PLANS MADE

EASY reveals a simple step-by-step method for crafting business plans that greatly improve an author's chances of success. Written by a retired attorney, published author, and professional economic developer-with a decade of small press literary publishing experience, its recommendations are specifically designed for writers. Because writers have special needs and face circumstances as entrepreneurs that are dramatically different from those of other small business owners. AUTHOR BUSINESS PLANS MADE EASY reveals a simple step-by-step method for crafting business plans that greatly improve an author's chances of success. Written by a retired attorney, published author, and professional economic developer (with a decade of small press literary publishing experience) its recommendations are specifically designed for writers. Specifically, because writers have special needs as entrepreneurs and face circumstances that are dramatically different from those facing other small business owners. Unique among business books for writers, AUTHOR BUSINESS PLANS MADE EASY focuses on growing your business as a whole? taking an enterprise-wide perspective rather than guiding you toward a marketing plan for a single book. The business plan recommendations you will find here make sense particularly for the part-time writer seeking gradually to build a business and write full-time. With annual updates, the effect of this book is to guide one's career, bringing business considerations into play without disrupting or disrespecting the writing life itself. Whether a writer ultimately chooses the path of self- or commercial publishing, this book is a guide to practical business planning-its product: a self-coaching tool in the author's own voice-is useful in daily practice. It's easily updated and offers a professional approach to writing for a living and a life. NOTE: This is a 2021 paperback reissue, identical in text to the 2015 ebook second edition of AUTHOR BUSINESS PLANS MADE EASY. Aside from out-of-date references to CreateSpace (a print-on-demand program that has since been

replaced by Amazon's KDP), the book remains current, much of it timeless.

Business Writing Made Easy Bob McDuff.1999

HBR Guide to Better Business Writing (HBR Guide Series) Bryan A. Garner.2013-01-08 DON'T LET YOUR WRITING HOLD YOU BACK. When you're fumbling for words and pressed for time, you might be tempted to dismiss good business writing as a luxury. But it's a skill you must cultivate to succeed: You'll lose time, money, and influence if your e-mails, proposals, and other important documents fail to win people over. The HBR Guide to Better Business Writing, by writing expert Bryan A. Garner, gives you the tools you need to express your ideas clearly and persuasively so clients, colleagues, stakeholders, and partners will get behind them. This book will help you: • Push past writer's block • Grab—and keep—readers' attention • Earn credibility with tough audiences • Trim the fat from your writing • Strike the right tone • Brush up on grammar, punctuation, and usage

Quick & Painless Business Writing Susan Benjamin.2007-01-01 Yes, you can improve your writing without memorising endless rules, perusing checklists of do's and don'ts or revisiting the lessons of secondary school. Quick & Painless Business Writing reveals secrets that will eliminate business-writing phobias and faux pas and help you create outstanding documents that get optimal results. First, you'll learn that grammar is not a collection of stagnant rules you'd better follow (or else), but an ever-changing set of principles with plenty of choices. Then you'll discover secrets about writing your English teachers never told you: the secret power of nouns, the destructive force of innocent-seeming verbs and the way sentence structure can elicit certain responses. You'll happily replace what you learned about structure with an altogether new understanding of how to open, develop and close your messages. Even better, you'll learn how to build a cohesive message quickly,

with little need for rewriting.

The Palmer Method of Business Writing A. N. Palmer.2022-01-17 The author states that the purpose of his book is to teach anyone to write legibly and fluently from a movement point of view. It is not concerned with grammar or style but with penmanship itself.

The Truth About the New Rules of Business Writing Natalie Canavor,Claire Meirowitz.2009-12-16 Give yourself a powerful competitive advantage by becoming a better business writer. Better writers get better jobs and more promotions; they persuade people through emails, Web sites, presentations, proposals, resumes, grant proposals, you name it. Businesses know this: that's why they spend \$3 billion a year helping their employees become more effective writers. The Truth About the New Rules of Business Writing shows you how to master the art of effective business communication replacing the old standards of jargon, pomposity, and grammar drills with a simple, quick and conversational writing style. Authors Natalie Canavor and Claire Meirowitz demonstrate how to plan and organize your content; make your point faster; tell your readers what's in it for them; construct winning documents of every kind, print and electronic, even blog entries and text messages! The Truth about the New Rules of Business Writing brings together the field's best knowledge, and shows exactly how to put it to work. With an aha on every page, it presents information in a clear, accessible style that's easy to understand and use. Written in short chapters, it covers the entire field, cuts to the heart of every topic, pulls back the curtain on expert secrets, and pops the bubble of commonly-held assumptions. Simply put, this book delivers easy, painless writing techniques that work.

Business Writing Made Simple Stephen D. Bruce.1986-01-01

Business Writing For Dummies Natalie Canavor.2013-07-29 How many pieces of paper land on your

desk each day, or emails in your inbox? Your readers – the people you communicate with at work – are no different. So how can you make your communication stand out from the pile and get the job done? Whether you're crafting a short and sweet email or bidding for a crucial project, *Business Writing For Dummies* is the only guide you need. Inside you'll find: The basic principles of how to write well How to avoid the common pitfalls that immediately turn a reader off Crucial tips for self-editing and revision techniques to heighten your impact Lots of practical advice and examples covering a range of different types of communication, including emails, letters, major business documents such as reports and proposals, promotional materials, web copy and blogs - even tweets The global touch - understand the key differences in written communication around the world, and how to tailor your writing for international audiences

Business Writing Today Natalie Canavor.2022-10-21 *Business Writing Today: A Practical Guide, Fourth Edition* prepares students for success in the business world by giving them the tools they need to write powerfully, no matter the situation. In this highly practical text, author Natalie Canavor shares step-by-step guidance and tips for writing more clearly and strategically. Readers will learn what to say and how to say it in any medium from tweets and emails to proposals and formal reports. Every technique comes with concrete examples and practice opportunities, helping students transfer their writing skills to the workplace.

Learn Good Business Writing and Communication (Collection) Natalie Canavor, Claire Meirowitz, Stephen R. Covey.2013-08-08 *The Truth About the New Rules of Business Writing* shows you how to master the art of effective business communication replacing the old standards of jargon, pomposity, and grammar drills with a simple, quick, and conversational writing style. Authors Natalie Canavor and Claire Meirowitz demonstrate how to plan and organize your content, make

your point faster, tell your readers what's in it for them, construct winning documents of every kind--print, electronic, and even blog entries and text messages! The Truth about the New Rules of Business Writing brings together the field's best knowledge and shows exactly how to put it to work. With an aha on every page, it presents information in a clear, accessible style that's easy to understand and use. Written in short chapters, it covers the entire field, cuts to the heart of every topic, pulls back the curtain on expert secrets, and pops the bubble of commonly-held assumptions. Simply put, this book delivers easy, painless writing techniques that work. ¿ FranklinCovey Style Guide: For Business and Technical Communication can help any writer produce documents that achieve outstanding results. Created by FranklinCovey, the world-renowned leader in helping organizations enhance individual effectiveness, this edition fully reflects today's online media and global business challenges. The only style guide used in FranklinCovey's own renowned Writing Advantage™ programs, it covers everything from document design and graphics to sentence style and word choice. This edition includes extensive new coverage of graphics, writing for online media, and international business English.

The Encyclopedia of Business Letters Lowell Tarling.1995

Clear and Concise Susan McKerihan.2015-02-02 How well do you write? Good communication is a skill required by all professionals. Whether you're preparing reports, conducting reviews or simply writing emails, expressing your ideas clearly and persuasively is fundamental to your success in the workplace. Susan McKerihan has spent over twenty years assisting corporate clients to perfect their written communications. In *Clear & Concise* she shares her secrets, using real-world examples to show how to avoid common writing traps, such as wordiness, ambiguity and repetition. By eliminating these habitual errors from your work and by using a logical top-down structure, you can

improve the readability of your writing. And when your words are lucid and focused, your thinking becomes sharper, and you become more impressive and more productive. Clear & Concise is the only writing guide you will ever need.

Business Writing Wilma Davidson. 2015-12-08 The Revised and Updated 3rd edition of the clear, practical guide to business writing from a renowned corporate writing coach Since the first edition's publication in 1994, Wilma Davidson's clear, practical guide to business writing has established itself as an excellent primer for anyone who writes on the job. Now revised and updated to cover e-mail, texts, and the latest social media technology, Business Writing uses examples, charts, cartoons, and anecdotes to illustrate what makes memos, business letters, reports, selling copy, and other types of business writing work.

Business Writing Made Easy Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Business Writing Made Easy**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve to the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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