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# Business Writing

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How to Sharpen Your Business Writing Skills  
 101 Sample Write-Ups for Documenting Employee Performance Problems  
 Business Writing For Dummies  
 The Palmer Method of Business Writing  
 Learn Good Business Writing and Communication (Collection)  
 Technical and Business Writing for Working Professionals  
 Effective Business Writing  
 Business Writing For Dummies  
 Business Writing Basics  
 HBR Guide to Better Business Writing  
 The Best Business Writing 2013  
 The Most Important Thing  
 Quick & Painless Business Writing  
 Business Writing That Counts!  
 The Truth About the New Rules of Business Writing  
 10 Steps to Successful Business Writing  
 The AMA Handbook of Business Writing  
 The Only Business Writing Book You'll Ever Need  
 The Best Business Writing 2015  
 The Elements of Business Writing  
 The Only Grant-Writing Book You'll Ever Need  
 The Little Black Book of Business Writing  
 Business Writing in the Digital Age  
 Ultimate Guide to Business Writing  
 Business Writing  
 Business Writing  
 The Financial Times Essential Guide to Business Writing  
 Fundamentals of Business Writing  
 How to Say it Business Writing that Works  
 Read This!  
 The Best Business Writing 2014  
 The McGraw-Hill 36-Hour Course in Business Writing and Communication, Second Edition  
 Writing about Business  
 Business Writing with AI For Dummies  
 10 Steps to Successful Business Writing, 2nd Edition  
 Handbook for Business Writing  
 Business Writing Today  
 Business Writing for Results  
 Business Writing Scenarios

Business Writing

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## SELLERS CORTEZ

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### How to Sharpen Your Business Writing Skills SAGE

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.

*101 Sample Write-Ups for Documenting Employee Performance Problems* North Vancouver, BC: Self-Counsel Press From top experts in the field, the definitive guide to grant-writing Written by two expert authors who have won millions of dollars in government and foundation grants, this is the essential book on securing grants. It provides comprehensive, step-by-step guide for grant writers, including vital up-to-the minute interviews with grant-makers, policy makers, and nonprofit leaders. This book is a must-read for anyone seeking grants in today's difficult economic climate. *The Only Grant-Writing Book You'll Ever Need* includes: Concrete

suggestions for developing each section of a proposal Hands-on exercises that let you practice what you learn A glossary of terms Conversations with grant-makers on why they award grants...and why they don't Insights into how grant-awarding is affected by shifts in the economy

*Business Writing For Dummies* Pearson UK "This is that rarity, a useful book."--Warren Buffett Howard Marks, the chairman and cofounder of Oaktree Capital Management, is renowned for his insightful assessments of market opportunity and risk. After four decades spent ascending to the top of the investment management profession, he is today sought out by the world's leading value investors, and his client memos brim with insightful commentary and a time-tested, fundamental philosophy. Now for the first time, all readers can benefit from Marks's wisdom, concentrated into a single volume that speaks to both the amateur and seasoned investor. Informed by a lifetime of experience and study, *The Most Important Thing* explains the keys to successful investment and the pitfalls that can destroy capital or ruin a career. Utilizing passages from his memos to illustrate his ideas, Marks teaches by example, detailing the development of an investment philosophy that fully acknowledges the complexities of investing and the perils of the financial world. Brilliantly applying insight to today's volatile markets, Marks offers a volume that is part memoir, part creed, with a number of broad takeaways. Marks expounds on such concepts as "second-level thinking," the price/value relationship, patient opportunism, and defensive investing. Frankly and honestly assessing his own decisions--and occasional missteps--he provides valuable lessons for critical thinking, risk assessment, and investment strategy. Encouraging investors to be "contrarian," Marks wisely judges market cycles and achieves returns through aggressive yet measured action. Which element is the most essential? Successful investing requires thoughtful attention to many separate aspects, and each of Marks's subjects proves to be the most important thing.

**The Palmer Method of Business Writing** AMACOM/American Management Association

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!

*Learn Good Business Writing and Communication (Collection)* McGraw Hill Professional

*Business Writing Today* prepares students to succeed in the business world by giving them the tools they need to write powerfully, no matter the challenge. In her highly-practical text, author Natalie Canavor shares step-by-step guidance and tips for success to help students write 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. "This is the real-deal writing guide for serious business majors." --Astrid Sheil, California State University San Bernardino

SAGE Publications

*The Ultimate Guide to Business Writing* is a comprehensive guide on how to write any kind of business document. Written clearly in an engaging voice, it explains in depth the whole process: from determining objectives to establishing readers' needs, conducting research, outlining, and designing a template; to writing the first draft; to editing for meaning, accuracy, concision, style and emotional impact; to creating glossaries and indices; to proofreading and working with reviewers. The book also explains how to exploit the psychology of perception and motivation, collaborate effectively with business colleagues, manage documents holistically across an

organisation, and deal with the other everyday practicalities of managing knowledge in a corporate environment. Every section of the book is packed with questions to stimulate thinking and generate meaningful answers, and dozens of examples of what works and why. The book's also rich in practical examples drawn from real life, anecdotes, humour, and visual aids. But the advice isn't just practical and anecdotal: it's also rigorously supported by scientific evidence from notable linguists and psychologists such as Steven Pinker, Daniel Goleman and Yellowlees Douglas. And anyone keen to explore further will benefit from the bibliography and links to videos and other online resources. The book is ideal not just for professional business writers, such as editors, technical writers, copywriters and creative directors; it's also suitable for anyone whose job requires them to write, whether it's something as simple as an email or as complex as a set of policies or a handbook.

*Technical and Business Writing for Working Professionals* Danforth Book Distribution

**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 nicety. 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

**Effective Business Writing** Columbia University Press

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. These easy-to-follow steps save you time from start to finish, and helpful checklists will boost your confidence as they 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. She provides practical tips and comprehensive examples for all the most popular forms of communication, including slide presentations, résumés, cover letters, web copy, and a thorough guide to the art of crafting e-mails and instant messages. Insightful sidebars from experts in various fields demystify the skills of self-editing, creating content, and overcoming writer's block, and Brown's reference-ready resources on style, punctuation, and grammar will keep your writing error-free. Nuanced, personable, and of-the-moment, *The Only Business Writing Book You'll Ever Need* offers essential tools for success in the rapidly changing world of business communication.

*Business Writing For Dummies* Harvard Business Review Press

Mutilated, dying, or dead, black men play a role in the psychic life of culture. From national dreams to media fantasies, there is a persistent imagining of what black men must be. This book explores the legacy of that role, particularly its violent effect on how black men have learned to see themselves and one another. David Marriott draws upon popular culture, ranging from lynching photographs to current Hollywood film, as well as the ideas of key thinkers, including Frantz Fanon, Richard Wright, James Baldwin, and John Edgar Wideman, to reveal a vicious pantomime of unvarying reification and compulsive fascination, of whites looking at themselves through images of black desolation, and of blacks dispossessed by that process.

**Business Writing Basics** Penguin

In Today's Business World, You Are What You Write Good writing can launch a career. It has the power to break through clutter and capture readers' imaginations. And good writing is not just a skill that marketers must master. Most workplace communication takes written form, and with the rising number of communication channels—social media, instant messaging, blogs—we're writing more and faster than ever. With new chapters on electronic communication, *10 Steps to Successful Business Writing* is your guide to capturing readers' attention and imagination. Writing instructor and coach, Jack Appleman uses examples and exercises to help you write with clarity and confidence. This updated edition covers the essentials of how to organize your text to hold your readers' attention; edit yourself for grammar, tone, and excess

words; and master the documents for any workplace situation. It doesn't matter if you're drafting a business plan, an email, or a Facebook post. Forget the shorthand, drop the exclamation points, and ditch the emojis. Learn to create concise, persuasive, and powerful text with *10 Steps to Successful Business Writing*. *HBR Guide to Better Business Writing* ASTD

Whether you're addressing an initial infraction or handling termination-worthy transgressions, you need to be 100 percent confident that every employee encounter is clear, fair, and most importantly, legal. Thankfully, HR expert Paul Falcone has provided this wide-ranging resource that explains in detail the disciplinary process and provides ready-to-use documents that eliminate stress and second-guessing about what to do and say. Revised to reflect the latest developments in employment law, the third edition of *101 Sample Write-Ups for Documenting Employee Performance Problems* includes expertly crafted, easily customizable write-ups that address: sexual harassment, absenteeism, insubordination, drug or alcohol abuse, substandard work, email and phone misuse, teamwork issues, managerial misconduct, confidentiality breaches, social media abuse, and more! With each sample document also including a performance improvement plan, outcomes and consequences, and a section of employee rebuttal, it's easy to see why over 100,000 copies have already been sold, making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues.

*The Best Business Writing 2013* Pearson Education

Nowadays, letters, reports and emails are vital components of business practice. Communication is increasingly global, but it's not any easier to understand or contribute to for non-fluent English speakers. There is increasing pressure to be able to produce effective documents for a business environment but little help out there to do so efficiently, resulting in wasted time and uncomfortable business communication. This book provides a wealth of practical information for any person who aims to produce short, effective documents within the work environment. It offers sensible, valuable and helpful rules for producing effective short reports, memos, letters and e-mails that are clear, concise and easy to read for the busy manager or supervisor working in the demanding setting of modern industry or commerce. But it goes further: not only

are rules provided for the inexperienced business writer, but models are proposed which provide solutions for a whole host of business situations – providing help, support and encouragement for the many thousands of business writers who need to feel confident in their writing.

*The Most Important Thing* John Wiley & Sons

This anthology of the year's best investigative business writing explores the secret dealings of an elite Wall Street society and uncovers the crimes and misadventures of the young founder of Silk Road, the wildly successful online illegal goods site known as the "eBay of vice." It reveals how the Fed dithered while the financial crisis unfolded and explains why the leaders of a two-trillion-dollar bond fund went to war with each other. Articles from the best newspapers and magazines in the country delve into how junk-food companies use science to get you to eat more and how Amazon dodges the tax man how J.Crew revitalized itself by transforming its creative process and Russell Brand went deep on media and marketing after his GQ Awards speech went haywire. *Best Business Writing 2014* includes provocative essays on the NFL's cover-ups and corporate welfare, Silicon Valley's ultralibertarian culture, and the feminist critique of Sheryl Sandberg's career-advice book for women, *Lean-In*. Stories about toast, T-shirt making, and the slow death of the funeral business show the best writers can find worthy tales in even the most mundane subjects.

**Quick & Painless Business Writing**

John Wiley & Sons

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.

**Business Writing That Counts!** Harper Collins

An anthology Malcolm Gladwell has called "riveting and indispensable," *The Best Business Writing* is a far-ranging survey of business's dynamic relationship with politics, culture, and life. This year's selections include John Markoff (New York Times) on innovations in robot technology and the decline of the factory worker; Evgeny Morozov (New Republic) on the questionable value of the popular TED conference series and the idea industry behind it; Paul Kiel (ProPublica) on the ripple effects of the ongoing foreclosure crisis; and the infamous op-ed by Greg Smith, published in the New York Times, announcing his break with Goldman Sachs

over its trading practices and corrupt corporate ethos. Jessica Pressler (New York) delves into the personal and professional rivalry between Tory and Christopher Burch, former spouses now competing to dominate the fashion world. Peter Whoriskey (Washington Post) exposes the human cost of promoting pharmaceuticals off-label. Charles Duhigg and David Barboza (New York Times) investigate Apple's unethical labor practices in China. Max Abelson (Bloomberg) reports on Wall Street's amusing reaction to the diminishing annual bonus. Mina Kimes (Fortune) recounts the grisly story of a company's illegal testing—and misuse—of a medical device for profit, and Jeff Tietz (Rolling Stone) composes one of the most poignant and comprehensive portraits of the financial crisis's dissolution of the American middle class.

*The Truth About the New Rules of Business Writing* Columbia University Press  
Information overload. Everyone has too much to read. So, what's going to make people read what you write? Simple, clear, commanding writing - that's what. Here's how.

[10 Steps to Successful Business Writing](#)  
Routledge

Want to send an e-mail your boss will open right away? Need a knock-out proposal to seal a deal? Want to create a Web site that no customer can resist? Quick & Painless Business Writing will show you how. Yes, you can improve your writing without memorizing endless rules, perusing checklists of do's and don'ts, or revisiting the lessons of high 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. But business writing cannot live on words alone. That's why this book explores the review process—whether your reviewer is an in-house editor, a client, a boss, or even a spouse—and help you learn strategic ways to approach and manage them. With this information, you'll do more than write well. You'll be able to craft strategic messages that get the right response from your reader, whether you want a colleague to send important information now or a customer to say "yes" to your proposal. Have to address a difficult situation? Confront a co-worker? Defend yourself to your boss? Give a bad employee bad news? This book will show you how to do that and more—quickly and painlessly.

*The AMA Handbook of Business Writing*

AMACOM Div American Mgmt Assn

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

[The Only Business Writing Book You'll Ever Need](#) Addison-Wesley Longman

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.

**The Best Business Writing 2015**

DigiCat

Effective writing is accessible, professional, and direct. In the business world, the best writing must be friendly but not too conversational, professional without being dry, and results driven without feeling like a "hard sell." *Business Writing for Results* shows you how to write emails, reports, proposals, and other action-oriented communications that meet these standards—in three easy steps.

You'll write cleaner, more polished communications in far less time than you ever thought possible. Using engaging and thought-provoking examples and interactive exercises, the lessons in this

book will help you express your ideas clearly, concisely, and persuasively. You'll discover how to write: Proposals that generate new business Reports that illuminate key points Emails that are easy to read and respond to Training workbooks that facilitate deep understanding and results-based learning Letters that get you job interviews, business opportunities, and donations Using a reader-focused approach, you'll learn professional tips and tricks that are easy to remember—and

that work. *Business Writing for Results* helps you get your points across clearly, quickly, and effectively in order to produce the outcomes you want. PRAISE: "A life ring in disguise. I feel like I'm drowning at work and through this book, the rescue boat is in sight and coming my way. Thank you, Jane." —Karen A. Polan, Senior Field Specialist, First Energy

"Jane's real life examples helped me understand the concepts." —Christine Lotz, Product Research Technician, Hillshire Farms "After implementing several of [her] suggestions, we boosted the bottom line by 15-20 percent. Thanks, Jane." —Denise Dennis, Office Manager, Eye Surgery Associates

"Business Writing for Results is terrific! I've been in business for twenty years, so it takes something special to get through the haze of habit! Jane's book does it!" —Nancy Hartman, Writer, TKR Cable "Our highest rated trainer—by far—is Jane Cleland!" —Candace Cross, Manager, Training, IBM Corporation

Best Sellers - Books :

• [I'm Glad My Mom Died By Jennette McCurdy](#)

• [Guess How Much I Love You](#)

• [Remarkably Bright Creatures: A Read With Jenna Pick By Shelby Van Pelt](#)

• [The Four Agreements: A Practical Guide To Personal Freedom \(a Toltec Wisdom Book\)](#)

• [Tomorrow, And Tomorrow, And Tomorrow: A Novel](#)

• [Love You Forever](#)

- [World Of Eric Carle, Around The Farm 30-button Animal Sound Book - Great For First Words - Pi Kids By Pi Kids](#)
- [Stone Maidens](#)
- [What To Expect When You're Expecting By Heidi Murkoff](#)
- [My First Learn-to-write Workbook: Practice For Kids With Pen Control, Line Tracing, Letters, And More! By Crystal Radke](#)