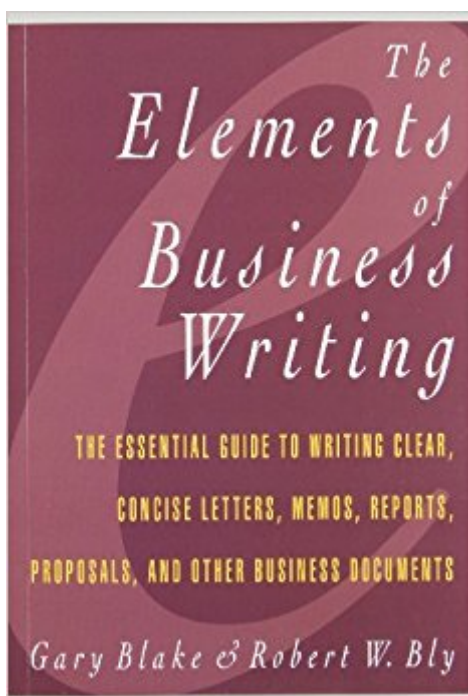


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Elements Of Business Writing: A Guide To Writing Clear, Concise Letters, Mem



Synopsis

From an interoffice memo to a fifty-page proposal, this is the definitive guide to business writing. Anyone who has ever had to write any business document will find "The Elements of Business Writing" 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; rid writing of jargon and pompous language; organize material effectively; and avoid errors in spelling, grammar, and usage.

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From an interoffice memo to a fifty-page proposal, this is the definitive guide to business writing. Anyone who has ever had to write any business document will find "The Elements of Business Writing" 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; rid writing of jargon and pompous language; organize material effectively; and avoid errors in spelling, grammar, and usage. (paper)

If you feel unsure about your business writing, pick up a copy of this book. It is easy to read and find the information you are looking for. It has a bit of humor in it. If you work with someone who cannot tell an Oxford comma from a comet, then accidentally leave this in their cubicle. I had a thorough English teacher in high school, so the book is full of review for me. However, it is a required

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Product as advertised and fast shipping. Thanks

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The book arrived quickly and was exactly what I was expecting.

I did not need it too much...I already know most of the book I was looking for something new to suit my business needs.

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