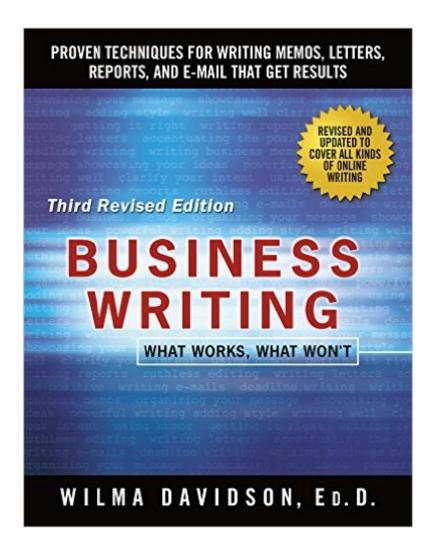
The book was found

Business Writing: What Works, What Won't





Synopsis

First published by Griffin in 1994, Wilma Davidson's clear, practical guide to business writing has established itself as a steady seller and an excellent primer for anyone who writes on the job. Newly revised to cover e-mail, texts, and the latest word social media technology, the book uses examples, charts, cartoons, and anecdotes to illustrate what makes memos, business letters, reports, selling copy, and other types of business writing work.

Book Information

Paperback: 336 pages

Publisher: St. Martin's Griffin; 3 edition (December 8, 2015)

Language: English

ISBN-10: 1250075491

ISBN-13: 978-1250075499

Product Dimensions: 6.9 x 0.9 x 9.1 inches

Shipping Weight: 12.6 ounces (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 stars Â See all reviews (6 customer reviews)

Best Sellers Rank: #127,856 in Books (See Top 100 in Books) #130 in Books > Business &

Money > Skills > Business Writing #35168 in Books > Reference

Customer Reviews

This is an excellent book on writing. It should be mandatory reading for everyone who will ever try to communicate ideas to others. It is a good guide for business and everyday writing. Unfortunately, these skills have been taken for granted, or even ignored, until we are required to prepare a formal communication. The author clearly demonstrates why all should become better writers. She shows how we all do even more writing in the age of electronic communication and social media. Her writing tips are immediately useful and entertainingly presented. I highly recommend this book.

This book is full of tips for getting started, organizing your thoughts, and ensuring your message is effective. Examples of correct/incorrect grammar make it easy to understand and apply. Edited memos show before and after changes to demonstrate what works. Tips, tricks, and examples of all types of writing are included. This is a great refresher and reference for everyone wanting to get to the point.

Getting started, even writing a review can be daunting. This book gives the business person a

practical guide to writing. The exercises and examples help chart the way. Writing is so important to business success that the pressures to do well are huge. I think that the author has really done an amazing job zeroing in on not only what constitutes good writing, but how to get there.

Download to continue reading...

BUSINESS PLAN: Business Plan Writing Guide, Learn The Secrets Of Writing A Profitable, Sustainable And Successful Business Plan!-business plan template, business plan guide -Business Writing: What Works, What Won't Writing: A Guide Revealing The Best Ways To Make Money Writing (Writing, Writing Skills, Writing Prompts Book 1) Business Plan: Business Tips How to Start Your Own Business, Make Business Plan and Manage Money (business tools, business concepts, financial freedom, ... making money, business planning Book 1) Writing Romance: The Top 100 Best Strategies For Writing Romance Stories (How To Write Romance Novels, Romance Writing Skills, Writing Romance Fiction Plots, Publishing Romance Books) Photography Business Box Set: Master the Art of Wedding Photography and Start Your Own Business (business photography, business photography, starting photography business) Resume Writing for IT Professionals - Resume Magic or How to Find a Job with Resumes and Cover Letters: Google Resume, Write CV, Writing a Resume, Get Job, IT Resume, Writing CV, Resume CV Resume: [ORIGINAL] Writing 2016 The ULTIMATE, Most Up-to-date Guide to Writing a Resume that Lands YOU the Job! (Resume, Resume Writing, CV, Jobs, Career, Cover Letter, Profile Hacks) Resume: How To Write A Resume Which Will Get You Hired In 2016 (Resume, Resume Writing, CV, Resume Samples, Resume Templates, How to Write a CV, CV Writing, Resume Writing Tips, Resume Secrets) 2K to 10K: Writing Faster, Writing Better, and Writing More of What You Love How to Write a Song: Lyric and Melody Writing for Beginners: How to Become a Songwriter in 24 Hours or Less! (Songwriting, Writing better lyrics, Writing melodies, Songwriting exercises) How to Write a Song: Beginner's Guide to Writing a Song in 60 Minutes or Less (Songwriting, Writing better lyrics, Writing melodies, Songwriting exercises Book 1) Writing Romance: The Top 100 Best Strategies For Writing Romance Stories (Romance Stories Book & Novel Writing Guide) Earning It: Hard-Won Lessons from Trailblazing Women at the Top of the Business World Writing That Works; How to Communicate Effectively In Business Writing That Works, 3e: How to Communicate Effectively in Business Elements of Business Writing: A Guide to Writing Clear, Concise Letters, Mem Business Writing Scenarios: Writing from the Inside How It Works: Big Rigs (How It Works) (Simon & Schuster)) The Confessions: (Vol. I/1) Revised, (The Works of Saint Augustine: A Translation for the 21st Century) (The Works of Saint Augustine: A Translation for the 21st Century, Vol. 1)

