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Business Writing Style

Kevin Wilson, Jennifer Wauson



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Business Writing Style Guide Verne Ordman, 2009 In this handy reference book Verne Ordman answers hundreds of the most frequently asked questions about writing style that are debated by business writers every day Packed with detailed explanations and plenty of examples showing correct and incorrect use of the business writing rules the Business Writing Style Guide is a must have for every writer With this book by your side you will become a writing expert *Business Writing Style Guide: American English Version* Verne Ordman & Associates Pty Ltd, 2008 *Technical and Business Writing for Working Professionals* Ray E. Hardesty, 2001-04 In terms of writing support working professionals have been left in the lurch during the past decade as corporations and other organizations have downsized their writing staffs or eliminated them altogether More and more the writing tasks are falling on technical staff members and managers Unfortunately many such professionals feel ill equipped to carry out these writing responsibilities If you find yourself in that situation Technical and Business Writing for Working Professionals by Ray E Hardesty is the book to get you through Mr Hardesty's broad knowledge of technical and business communication comes from more than thirty years of experience as a newspaper and trade magazine journalist and as a technical writer and editor in several industries He has experience in the petroleum industry the semiconductor equipment industry the electronics industry and the aerospace industry including both aircraft component manufacturing and the U S space program He has presented papers at international technical communications conferences and he has taught technical and business writing at the post secondary level and in corporate environments Currently he is a writer with the distance learning company Quisic located in Hollywood California The book stresses two vital aspects of technical and business communication 1 the mechanics of the English language and 2 the techniques of writing and communicating well in technical and business environments The emphasis on these two areas comes from Mr Hardesty's concept that language is nothing less than the organizational structure we use to understand the world and express that understanding to others The first part of the book provides the reader with a rigorous re acquaintance with the structure of the English language including parts of speech and sentence structure In the second part the author discusses technical writing topics including short forms nomenclature technical writing style formats and the writing process The last part on business writing covers background topics such as identifying the audience business writing tone and the importance of brevity and then examines the types of business writing facing modern professionals including e mail correspondence interoffice memorandums formal business letters internal reports external proposals and presentations On all of these topics

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