



# Business Writing

## Quick Reference Guide

### Before You Write

Before you start writing, it's important to understand what business writing is and identify the objective of your message.

#### What is business writing?

The primary purpose of business writing is to provide information so the reader can learn something or do something. It could be supplemental information for a meeting, a report, or a request.

#### How do you determine the objective?

The message needs to have a clear objective to be effective. Identify who the reader is and what they need to know or do. Consider:

The purpose is to \_\_\_\_\_, so that readers will \_\_\_\_\_.



### Organize Your Thoughts

Organizing your thoughts before writing helps to craft a more direct and effective message. Following the 5 W's is one method used to gather information for business writing.



### Write Your Message

Being an effective writer is an essential business skill. Those who perfect their writing skills are better at advancing their career, build confidence in others, and gain the ability to direct, persuade, and inform.

Follow these simple rules when writing your message:

- 1 **Be Concise:** Use only the words necessary to convey your message.
- 2 **Be Clear:** Be specific instead of general, be definite instead of vague.
- 3 **Be Positive:** Make definite statements and avoid noncommittal language.
- 4 **Be Active:** The active voice is direct, and it sounds energetic and confident.
- 5 **Be Professional:** Act in a way that meets the standards of your profession.

# Business Writers Quick Reference Guide

**Michael Hoelscher**



## **Business Writers Quick Reference Guide:**

**Business Writer's Quick Reference Guide** Terry R. Bacon, Lawrence H. Freeman, Shipley Associates, 1986-04-10 A comprehensive business writer's style guide that shows professionals how to address any business audience in any format. Alphabetical organization provides for quick easy usage. It is packed with rules of English grammar usage, writing techniques and currently accepted stylistic conventions, all punctuation, spelling and visual aids. A special Model Documents section provides format models for a variety of commonly used documents including business letters, memos and reports. Each topic is cross referenced for easy access. *Business Writing & Grammar* Eileen Heteis, 2003. *Bridge Player's Dictionary and Quick-reference Guide* Terence Reese, 1959. **Technical Writing For Dummies** Sheryl Lindsell-Roberts, 2011-04-27 A complete and friendly guide to technical writing. Let's face it, a lot of technical documentation reads as if it had been translated into English from Venetian by a native speaker of gibberish. Which is annoying for you and expensive for the manufacturer who pays with alienated customers and soaring technical support costs. That's why good technical writers are in such big demand worldwide. Now *Technical Writing For Dummies* arms you with the skills you need to cash in on that demand. Whether you're contemplating a career as a technical writer or you just got tapped for a technical writing project, this friendly guide is your ticket to getting your tech writing skills up to snuff. It shows you step by step how to Research and organize information for your documents. Plan your project in a technical brief. Fine tune and polish your writing. Work collaboratively with your reviewers. Create great user manuals, awesome abstracts and more. Write first rate electronic documentation. Write computer and Web based training courses. Discover how to write energized technical documents that have the impact you want on your readers. Wordsmith Sheryl Lindsell Roberts covers all the bases including All about the red hot market for technical writing and how to get work as a technical writer. The ABCs of creating a strong technical document including preparing a production schedule, brainstorming, outlining, drafting, editing, rewriting, testing, presentation and more. Types of technical documents including user manuals, abstracts, spec sheets, evaluation forms and questionnaires, executive summaries and presentations. Writing for the Internet covers doing research online, creating multimedia documents, developing computer based training and Web based training and writing online help. Combining examples, practical advice and priceless insider tips on how to write whiz bang technical documents. *Technical Writing For Dummies* is an indispensable resource for newcomers to technical writing and pros looking for new ideas to advance their careers. **Resources in Education**, 1977. **Training and Development Journal**, 1986. **From Idea to Bestseller** David West, 2025-07-05. *From Idea to Bestseller: Writing Your Book with AI* is the ultimate AI book writing guide that shows you how to harness the power of writing with AI tools like ChatGPT, GPT-4, Claude and Sudowrite. Whether you want to learn how to write a book with ChatGPT or use advanced AI writing tools to speed up your process, this book is designed for authors at every level. This comprehensive book writing guide teaches you how to Generate and validate fresh book ideas using AI. Outline your book.

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