

# 22-Point Business Writing Checklist



- ✓ The purpose is clear at the start
- ✓ Subject line/headline is clear and relevant to the topic
- ✓ Tone of voice matches the audience
- ✓ Tone of voice is consistent throughout
- ✓ Writing includes no business jargon
- ✓ Acronyms and new terms are clearly defined
- ✓ Writing uses active voice
- ✓ Vocabulary is simple
- ✓ Paragraphs are no more than three sentences
- ✓ Long passages of text are broken up
- ✓ Headings and subheadings introduce new sections/ideas
- ✓ Long lists are formatted as bullet points
- ✓ Instructions are broken down into clear steps
- ✓ Images, graphics, and screenshots are high-quality
- ✓ Images, graphics, and screenshots are relevant to the text
- ✓ Next steps and CTAs are clear and easy to understand
- ✓ CTAs include clickable links to the right destinations
- ✓ Contact information is correct
- ✓ Sources are cited
- ✓ Writing has a clear focus, relevant to the topic and audience
- ✓ Writing covers the main points we want to get across
- ✓ Writing is free of typos and errors in grammar, punctuation, spelling, and sentence structure

# Business Writing Quick And Easy

**Edward Hodges**



## **Business Writing Quick And Easy:**

Business Writing Quick & Easy Laura Brill,1989-01 Identifies the goals of business writing and gives practical advice on preparing letters memos minutes reports and manuals      *Making Business Writing Happen* Ralph Brown,2003 An astoundingly simple way to become a more effective writer at work and at home      **Quick & Painless Business Writing** Susan Benjamin,2007-01-01 Yes you can improve your writing without memorising endless rules perusing checklists of do s and don ts or revisiting the lessons of secondary 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      **The Essentials of Business Writing** ,2000      **101 Ways to Improve Your Business Writing** Phil Dye,2004      **Business Writing Skills: 3 Quick & Easy Improvements You Can Make Today** Robert F. Abbott,2015      **Writing at Work** Ellis Morgan,2011 A short guide to business writing The first part of the book cover different topics in alphabetical order and good examples are given The second half of the book is a list of word substitutes      *Instant-Answer Guide to Business Writing* Deborah Dumaine,Elisabeth C. Healey,2003-03 Fast accurate answers to all your business writing questions will be at your fingertips when you put this handy carry it anywhere reference to work for you Packed with practical guidance and real world examples it helps you write better business documents in half the time design winning proposals generate e mail that commands attention create presentations and reports that achieve results use visuals to maximum effect choose from many sample documents for inspiration write with greater clarity and impact avoid redundancy stiff phrasing and bureaucratic writing make every word count handle complex technical topics with ease learn the fine art of sending bad news organize formal documents for impact choose the best formatting techniques avoid embarrassing mistakes in grammar and usage      Business Writing That Counts! Julie Miller,2007-02 Includes special section Business writing that sells Sticker on cover      **The Only Business Writing Book You'll Ever Need** Laura Brown,2019-01-29 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

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Suzanne D. Sparks FitzGerald, 2011-10-07 Write every business correspondence with speed precision and power The number one prerequisite for effective management is effective communication and writing is a critical part of it Simply put whether it is a quick e mail or a 20 page report your writing is a reflection of you and people will make judgments accordingly Manager's Guide to Business Writing Second Edition provides everything you need to give colleagues customers and other stakeholders the most information accurately and quickly Learn how to express yourself as a serious professional by writing everything with clarity quality and decisiveness Manager's Guide to Business Writing teaches you how to Know your audience and your purpose before you start writing Engage readers curiosity from the first sentence Compose instructions that are easy to understand and follow Write effectively on social media platforms and blogs Master the foundations of effective writing grammar sentence structure spelling and style Briefcase Books written specifically for today's busy manager feature eye catching icons checklists and sidebars to guide managers step by step through everyday workplace situations Look for these innovative features to help you navigate each page Clear definitions of key terms and concepts Tactics and strategies for applying writing skills to management issues Tricks of the trade for crafting clear and effective documents Examples of successful business writing Cautions for when things can go wrong in composing memos e mails and reports Practical advice for avoiding common errors Specific procedures for planning and executing your writing on the job

**Vest-pocket Guide to Business Writing** Deborah Dumaine, 1997 Fast accurate answers to all your business writing questions will be at your fingertips when you put this handy carry it anywhere resource to work for you Packed with practical guidance and real world examples it helps you write better business documents in half the time design proposals that get the results you want generate e mail that commands attention use new technology with confidence write with greater clarity and impact avoid redundancy stiff phrasing and bureaucratic writing make every word count handle complex technical topics with ease learn the fine art of sending bad news avoid embarrassing mistakes in grammar and usage organize formal documents for impact use visuals to maximum effect and choose the best formatting techniques

**Keep it Simple** Edward Hodges, 2011 Keep it Simple A Guide to Business Writing

**Learn Good Business Writing and Communication (Collection)** Natalie Canavor, Claire Meirowitz, Stephen Covey, 2013 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

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