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**DIANA ROBERTS WIENBROER, ELAINE HUGHES, AND JAY SILVERMAN**  
Authors of the Bestselling *Rules of Thumb: A Guide for Writers*

# Rules Of Thumb For Business Writers

**Natalie Canavor**



## **Rules Of Thumb For Business Writers:**

Rules of Thumb for Business Writers Diana Wienbroer, Elaine Hughes, Jay Silverman, 2010-04-27 Rules of Thumb for Business Writers offers busy professionals solutions to most on the job writing challenges Brief to the point chapters cover all the basics including reports resumes speeches memos letters and PowerPoint with tips for meeting deadlines and managing paper flow This edition contains new information on Internet research and communications technology with examples sample documents and a resource list

**Rules Of Thumb For Business Writers** Wienbroer, 2005-12-01 *Topline, Bottom Line: A Simple, Brief, Comprehensive, and Irreverent Writing Guide for Professionals* Robert Levine, 2017-11-19 Topline Bottom Line opens by stressing the importance of good writing to business in the Information Age Part One devotes a chapter each to grammar spelling punctuation accuracy of word choice the impact of word choice on writing s tone or style structuring sentences and paragraphs organizing documents and the composition process Part Two presents strategies for the most common types of business writing resum s and cover letters other correspondence company newsletter articles descriptive writing like instructions and job descriptions expository writing such as project reports and employee reviews and persuasive writing like proposals The conclusion asserts that words convey information as definitively as numbers requiring an equal level of precision in their use it also counsels that writing is an art not a science because only the unique circumstances of each writing situation determine what works best for that situation

**Rules of Thumb for Business Writers** Diana Roberts Wienbroer, 2005-09 **The Executive Guide to E-mail Correspondence** Dawn-Michelle Baude, 2006-11-15 Make your messages shorter simpler and more effective with this guide to writing e mails that get read and get results As we correspond with everyone from international partners to remote workers writing skills are more important than ever to business and career success They can make the difference between climbing the corporate ladder and getting stuck on a low rung An e mail that s clear concise and targeted will get more than just a response It will get results including your boss s attention No matter what sector a company is in excellent written communication skills are in demand because too long wordy or unclear emails bog down a business This guide provides insight guidelines and a wide variety of templates to help you get it right and rapidly transform basic writing skills into global communications expertise In a lively here s how style it demonstrates the hallmarks of effective business e mails features ready to use organizational plans presents quick and easy editing techniques furnishes before and after editing models focuses on the do s and don ts of proficient e mails supplies practical writing tips and tricks and more

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and helpful tips reminders and suggested resources beyond the book are provided throughout **Business and Professional Writing: A Basic Guide - Second Edition** Paul MacRae, 2019-05-01 Straightforward practical and focused on realistic examples Business and Professional Writing A Basic Guide is an introduction to the fundamentals of professional writing The book emphasizes clarity conciseness and plain language Guidelines and templates for business correspondence formal and informal reports brochures and press releases and oral presentations are included Exercises guide readers through the process of creating and revising each genre and helpful tips reminders and suggested resources beyond the book are provided throughout The second edition includes new sections on information security and ethics in business writing New formal proposal examples have been added and the text has been updated throughout *Grant Writing For Dummies* Beverly A. Browning, 2014-03-31 Provides information on grant writing covering such topics as identifying key grant makers worldwide playing and winning the grant games writing a competitive application and increasing the funding success rates *Writing Exceptional Missionary Newsletters* Sandra M. Weyeneth, 2013-06-26 Writing Exceptional Missionary Newsletters shows anyone who writes personal ministry newsletters how to captivate readers This revised edition offers more ideas for better online communication like e mail and Facebook It shows how to increase your letter s impact and provides tips for how often to send your newsletters e newsletters and posts It is for seasoned and new missionaries church leaders mission organizations mission boards and any person encouraging missionaries to communicate well The key secret to an exceptional newsletter What not to do with a photo Fresh topic ideas for newsletters Tips for effective online communication e mail Facebook websites and more What most missionaries miss in their newsletters and communication Simple ways to dramatically take your writing to the next level Tips for sending newsletters from overseas [Freelance Writing Business: Step-by-Step Startup Guide](#) The Staff of Entrepreneur Media, Inc., 2019-07-16 Set up your business for success with the perfect shot The experts at Entrepreneur provide a two part guide to success First learn how to take your writing career into your own hands as a professional freelance writer Then master the fundamentals of business startup including defining your business structure funding staffing and more This kit includes Essential industry and business specific startup steps with worksheets calculators checklists and more Entrepreneur magazine s Start Your Own Business a guide to starting any business and surviving the first three years and beyond Interviews and advice from successful entrepreneurs in the industry Worksheets brainstorming sections and checklists Entrepreneur s Startup Resource Kit downloadable MORE ABOUT ENTREPRENEUR S STARTUP RESOURCE KIT Every small business is unique Therefore it s essential to have tools that are customizable depending on your business s needs That s why Entrepreneur is also offering you access to our Startup Resource Kit Get instant access to thousands of business letters sales letters sample documents and more all at your fingertips You ll find the following The Small Business Legal Toolkit When your business dreams go from idea to reality you re suddenly faced with laws and regulations governing nearly every move you make Learn how to stay in

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Business Writing in the Digital Age Natalie Canavor, 2012 Business Writing in the Digital Age fills an urgent need to equip business and MBA students to write more effectively in a style that works for today's business world Using a readable highly accessible approach and numerous concrete examples this book frames writing as a strategic tool to accomplish goals

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