



# THE QUICK AND DIRTY

## GUIDE TO BETTER WRITING

PETER GRACE Department of Writing

# Quick And Not Dirty Guide To Business Writing

**Barbara Diggs-Brown, Jodi L. G. Glou**



## **Quick And Not Dirty Guide To Business Writing:**

**A Quick and Not Dirty Guide to Business Writing** Charles Marsh,1997 This helpful guide distills business writing to its essentials 25 documents that every business writer should be familiar with including the business sales letter request letter press release business report and proposal For each the author offers format and content guidelines and alerts readers to common pitfalls

**Public Relations Writing Worktext** Joseph M. Zappala,2010-04-02 Public Relations Writing Worktext provides the fundamental knowledge and the basic preparation required for the professional practice of public relations writing This textbook introduces readers to public relations and writing providing an overview of the four step public relations process in addition to defining and detailing the writing activities involved It presents in depth information on the writing formats and approaches used in implementing strategic public relations plans and offers instruction for developing all types of writing assignments starting with memos proposals and news releases and moving on to the more complex tasks of advocacy writing newsletters crisis planning and online communication Examples accompany the discussions providing guidance and structure for the varied writing activities Retaining the approach of the second edition this text incorporates numerous changes and updates making it suitable for use as a primary course text Updates include increased focus on writing for the web blogs and electronic media including information on writing social media releases and a new chapter entitled New and Social Media a new planning outline to help writers develop more effective messages expanded checklists for writers to reference when working on assignments additional examples of effective public relations writing by leading companies in a variety of organizational settings including Mattel UPS Burger King Sara Lee Xerox Frito Lay and many more new assignments based on topics issues and problems that public relations professionals in all sectors face today restructured content for improved writing flow and consistency full instructor manual available via the Support Material link on [www.routledge.com/9780415997546](http://www.routledge.com/9780415997546) Authors Joseph M Zappala and Ann R Carden offer a clear and engaging introduction to the writing activities involved in public relations practice resulting in a valuable resource for professionals as well as a practical classroom text for students planning careers in public relations

**A Quick and Not Dirty Guide to Business Writing** Charles Marsh,1996-09 A core or supplemental text for junior graduate level courses in Public Relations Writing or Business Communications Writing A concise accurate and reader friendly guide for writing and formatting 25 of the most common business and public relations documents internal documents external documents and internal external documents Ideal as both a text and as a desktop reference for writing outside the classroom it features clear format and content guidelines and real world examples

**Public Relations Worktext** Joseph M. Zappala,Ann R. Carden,2004-04-06 Public Relations Worktext is a writing and planning resource for public relations students and practitioners

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explains in depth the whole process from determining objectives to establishing readers needs conducting research outlining and designing a template to writing the first draft to editing for meaning accuracy concision style and emotional impact to creating glossaries and indices to proofreading and working with reviewers The book also explains how to exploit the psychology of perception and motivation collaborate effectively with business colleagues manage documents holistically across an organisation and deal with the other everyday practicalities of managing knowledge in a corporate environment Every section of the book is packed with questions to stimulate thinking and generate meaningful answers and dozens of examples of what works and why The book s also rich in practical examples drawn from real life anecdotes humour and visual aids But the advice isn t just practical and anecdotal it s also rigorously supported by scientific evidence from notable linguists and psychologists such as Steven Pinker Daniel Goleman and Yellowlees Douglas And anyone keen to explore further will benefit from the bibliography and links to videos and other online resources The book is ideal not just for professional business writers such as editors technical writers copywriters and creative directors it s also suitable for anyone whose job requires them to write whether it s something as simple as an email or as complex as a set of policies or a handbook

**Contemporary Business Reports** Varner,Pomerence,1998-08      **The Smart Guide to Business Writing ,**

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6 Testing The Gold How to check the items so you don't get burned 7 Weighing The Scrap Measuring how much you've got so you know what your profit will be 8 Promoting Your Business 6 Killer tactics to get you making money instantly growing a sustainable business 9 Success Tips How to become a gold buying machine 10 Flipping Getting Paid The most important part Cashing in BIG

**American Book Publishing Record**, 2000-07      The PR Styleguide Barbara Diggs-Brown, Jodi L. G. Glou, 2007 A concise handbook THE PR STYLEGUIDE FORMATS FOR PUBLIC RELATIONS PRACTICE serves as a complete style guide and reference tool Learn to present messages that display great form and style with THE PR STYLEGUIDE The most widely used and accepted practices in developing PR pieces are included along with many visual examples and a breakdown of the goals for each piece

**Public Relations** David W. Guth, Charles Marsh, 2007 Public Relations A Values Driven Approach Cases Edition adds 24 timely and exciting cases to the authors successful introductory book engaging the reader in the practice of public relations Maintaining the intriguing and effective features of Public Relations A Values Driven Approach the Cases Edition offers case studies with discussion questions to convey the excitement and challenges of real world public relations Mixing positive examples with public relations activities gone awry the authors have developed eight brand new case studies and updated cases from previous editions of Public Relations A Values Driven Approach proven to help the reader gain an understanding of the industry An online Instructor's Manual provides answers to the thought provoking discussion questions In a time when society is holding individuals and organizations to high standards of conduct Public Relations A Values Driven Approach Cases Edition teaches the reader how to build ethical productive relationships with strategic constituencies Steeped in the traditions and theories of public relations the book features an engaging informal tone It abounds with lively anecdotes and comes in at a reasonable price for students

Adventures in Public Relations David W. Guth, Charles Marsh, 2005 Adventures in Public Relations engages students in the practice of public relations with exciting timely representative cases combined with a strong focus on critical thinking and problem solving This text conveys the excitement and challenge of public relations by presenting students with a real world portrait of the profession Students will learn from the successes and failures of the public relations campaigns examined in the text The book's focus on critical thinking helps students develop the problem solving skills essential to success in public relations As with the authors successful introductory text Public Relations A Values Driven Approach this text also encourages readers to identify refine and test their own values systems

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 Readers learn a step by step system that tells them what to say and how to say it in every circumstance At the same time they learn how to improve their technical skills by applying practical techniques rather than grammatical rules In today's business world success depends on writing Those who write well are

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**A Quick and Dirty Guide to War** James F. Dunnigan, Austin Bay, 1986 Outlines current conflicts in the Middle East Europe Africa Asia and the Americas examining each conflict s history geography military capabilities politics economics and ethnic factors Discusses regional and worldwide trends and shows how wars will unfold in the next five to ten yeas This third edition is updated from the 1991 edition and explores issues surrounding German unification and the postwar state of the Persian Gulf Includes bandw maps and tables For students journalists and general readers Annotation copyright by Book News Inc Portland OR

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**Subject Guide to Books in Print**, 1997 **The Aspiring Screenwriter's Dirty Lowdown Guide to Fame and Fortune** Andy Rose, 2018-02-06 A humorous and pithy guide to the craft of writing a screenplay and the business of being a screenwriter Seeing your name on the silver screen beneath the words Written By is a moment most writers only dream of But for those daring and talented few brave enough to take their hopes to Hollywood there are clear and tangible steps to achieve that goal if one knows the path The Aspiring Screenwriter s Dirty Lowdown Guide to Fame and Fortune provides that path And Andy Rose has walked it With years of experience with every major film studio and network and dozens of successful screenplays Andy knows the business He s here to debunk the big screen and teach you how to write a blockbuster screenplay and equally important how to sell it Andy has worked with the best Ron Howard Tom Hanks David Geffen and Jeff Katzenberg to name a few He has filled this book with real life examples to learn from including contracts screenplays treatments press and more For anyone who s ever dreamed of writing a screenplay for anyone who s wondered how to sell one this is a must read

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