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

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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 Business and Professional Writing: A Basic Guide for Americans Paul MacRae, 2016-05-30 Straightforward practical and focused on realistic examples *Business and Professional Writing A Basic Guide for Americans* 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

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