

Dos and Don'ts of Business Writing

Dos

- Always write with the reader in mind
- Keep your writing as concise and straightforward as possible
- Organize and structure your business writing
- Choose appropriate tone for business writing
- Make a copy of your best-written documents to use as templates in the future
- A call to action must be included, if a response is required or solicited



Don'ts

- Not to become overly reliant on computer's spelling and grammar checker
- Don't be tempted to use joking sarcasm in written communication
- Don't be careless while writing a recipient's name, gender, or professional title

Prose And Cons The Dos And Dents Of Technical And Business Writing

Ying-Ying Zheng



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