

Download Better Business Writing

Better Business Writing will help you to develop clear, concise and powerful writing skills. Better Business Writing will help you to be a better writer and, through your words, change the way that people think, feel or act. The growing ubiquity of e-mail means that everyone in business, from lords of finance to programmers who dream in code, needs to write intelligently. By using simple, clear, precise language--and ... Today's business world is almost entirely information-driven. Whether you run a small business or occupy a small corner of the org-chart at a massive multinational corporation, chances are that the bulk of your job consists of communicating with others, most often in writing. Of course there's email and the Writing is the wrangling of thoughts to page—it is an arduous process that seeks to bring abstract ideas into the tangible world. Writing is valuable. It doesn't just transfer insights, it ...