



Business Writing Basics



Business Writing Basics

Writing needs to be:

Purposeful

You are writing to solve problems and convey information.

Economical

You will try to present ideas clearly but concisely.

Reader oriented

You will concentrate looking at the problem from the reader's perspective instead of seeing it from your own.

The Problem



Quantity does not enhance quality.

Consistency is what counts in business.

Basics Of Business Writing

SJ Ball



Basics Of Business Writing:

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