

Harness the Business Writing Process

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✓ Verified Book of Harness the Business Writing Process

Summary:

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Part of the Workshop in a Book series. Do you want to be a more effective and efficient business writer? If so, this comprehensive 'how-to' business writing book is for you. This comprehensive business writing book: - introduces you to the writing process - shows you how to eliminate the blank page before you write - shows you how to (and why to) capture attention, maintain interest, and influence attitude - before you ask for action - helps you quickly outline and write short messages - helps you structure and outline long documents and write them in short, manageable chunks - helps you define (and start with) your purpose - includes sample e-mails, letters, proposals and reports - includes a number of editing and proofreading hints and tips

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