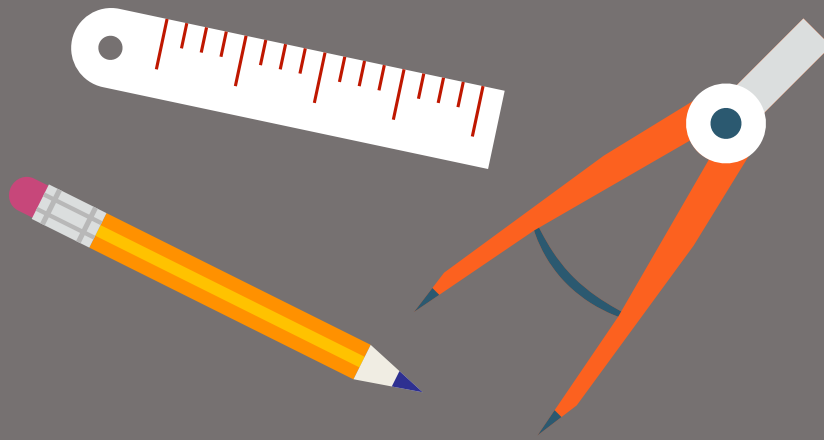


Business Writing Resources

A Helpful Guide



PRACTICAL TOOLS

Business Writing Resources: A Helpful Guide

Books

Writing Tools

Author: Roy Peter Clark

This must-have book for all aspiring writers offers 55 tips for writing and covers everything from useful habits that improve writing, trying different approaches to the same subject and letting creativity guide writing style.

Elements of Style

Authors: William Strunk and E.B. White

This classic style manual is now in a fourth edition, which features a new glossary of grammatical terms and a new discussion of pronoun use revised to reflect the contemporary concerns with sexist language.

Writing That Works (3rd Ed): How to Improve Your Memos, Letters, Reports, Speeches, Resumes, Plans, and Other Business Papers

Authors: Kenneth Roman and Joel Raphaelson

Writing That Works is a concise, practical guide to the principles of effective writing. In this revised and updated edition, the authors reveal how to improve memos, letters, reports, speeches, resumes, plans, and other business papers. Learn to say what you want to say with less difficulty and more confidence.

The Elements of Business Writing

Author: Gary Blake

From an interoffice memo to a 50-page proposal, this is a definitive guide to business writing. Equally useful to executives and support staff, it shows readers how to: write clearly and powerfully, rid writing of jargon and pompous language, organize material effectively and avoid errors in spelling, grammar and usage.

Effective Business Writing: Strategies, Suggestions and Examples

Author: Maryann V. Piotrowski

From persuasive memos to complaint letters, sales letters to executive summaries – this useful guide helps business writers write clearly and in an appropriate format, style and tone. Examples show how to overcome writer’s block, organize messages for maximum impact, achieve an easy-to-read style, find an efficient writing system and more.

The Business Style Handbook (2nd Ed)

Authors: Helen Cunningham and Brenda Greene

An A-to-Z guide for effective writing on the job, the Handbook is a 280-page style guide tailored to people who write on the job. The second edition provides new words, phrases and guidance to help you express yourself clearly, confidently and correctly on any digital platform.

Business Grammar, Style and Usage: A Desk Reference for Articulate & Polished Business Writing & Speaking

Author: Alicia Abell

Based on the actual writing and speaking styles of leading business executives worldwide, this book features easy-to-follow techniques for preparing polished written documents. Focusing on how leading business professionals really communicate, the basics of writing and speaking are covered, including traditional grammar and speaking dos and don'ts.

Business Writing: What Works, What Won't

Author: Wilma Davidson

Business Writing: What Works, What Won't offers the first and last word on writing memos, business letters, reports, and all other kinds of business documents. The book uses clear examples, charts and anecdotes to convey exactly what succeeds—and what fails—in written business communication. The new edition has been updated to cover email, smartphones and the latest in word processor technology.

HBR Guide to Better Business Writing

Author: Bryan A. Garner

The HBR Guide gives you the tools you need to express your ideas clearly and persuasively, so clients, colleagues, stakeholders and partners will get behind them. This book will help you push past writer's block, grab – and keep – readers' attention, trim the fat from your writing and strike the right tone. It'll also help readers brush up on grammar, punctuation and usage.

Writing for Business

Author: Jane Hicks

This book is for anyone who has ever been baffled by English usage or who needs a grammar reality-check. A good review for anyone, the book is especially recommended for college business majors.

Online Tools/Apps

Atomicwriter

<https://www.atomicreach.com/>

AtomicWriter helps you write to your most frequent audience with a word-saving dictionary you can create.

Bubbl.us

<https://bubbl.us/>

This website allows you to quickly brainstorm or create a map for your ideas. This simple, easy-to-use site makes it painless to organize ideas using color, text size, formatting and hyperlinks. This site is free to use, and you don't need to make an account unless you want to save your data.

Draft

<https://draftin.com/>

This tool provides easy version control and collaboration to guide writers through starting whatever they're writing.

Dragon Naturally Speaking

<https://www.atomicreach.com/>

This app is software voice recognition that enables you to read out loud what you want to write. It's \$75 for home computer use, but it's handy for writers who struggle with putting thoughts down on paper.

FocusWriter

<http://downloads.techradar.com/downloads/focuswriter>

FocusWriter lets you concentrate on your work without unnecessary toolbars and menus to get in the way. It's free to download and uses alarm clocks you can set and a goal-tracker.

Grammarly

<https://www.grammarly.com/>

Grammarly makes sure what you're writing is error-free, easy to read and not repetitive. It instantly fixes more than 250 types of errors and finds the perfect word you can't think of with context synonym suggestions.

Hemingway Editor

<http://www.hemingwayapp.com/>

This app helps you make writing bolder and clearer. It highlights too-long sentences and graphs that you can shorten and offers simpler words to use in place of longer ones.

Penultimate

<https://evernote.com/penultimate/>

For Evernote users, this app is free of clutter but packed with tools. You can have all of your notes that you need to include in whatever you're writing searchable and available to you on any computer or mobile device.

ProWritingAid

prowritingaid.com

This free online app helps you edit your work in a much faster and more efficient way. It highlights a whole range of potential writing pitfalls like overly complicated sentences, vague and abstract language, passive voice, clichés or repetitive words and phrases.

Q10

<http://www.baara.com/q10/>

Q10 helps you minimize distractions so you can concentrate on what you're writing. This downloadable software app remembers what you worked on last and will automatically open it. It has a timer you set for breaks and has an auto-save feature for peace of mind.

Web sites

Allcorrect.com

Allcorrect offers reliable, quality and affordable editing services. Just give them the instructions, and they'll do the work based on your specifications. This service ensures that your business writing will be proofread and corrected as needed.

ChicagoManualOfStyle.org

This site features a forum where writers can correspond with one another and ask questions. You can also use several tools that help you proofread and polish your work.

EmailExcellence.com

Email Excellence provides templates for a variety of email types, not only providing a basic outline for your email but explaining each element. You'll have a template, but you'll also receive advice on creating future emails.

GrammarBook.com

GrammarBook.com is another useful source for basic grammar rules and help with commonly confused words. It also offers free interactive English quizzes and assistance for business writing like resumes, cover letters and more.

Inklyo.com

This website offers all types of writers from novelists to businesspeople practical tips for honing your writing skills. If you're looking for in-depth instruction, it also provides a range of courses and e-books aimed at helping you learn how to write anything well.

LousyWriter.com

This site features sections on grammar, writing styles, parts of speech, misused words, punctuation, capitalization and more. You can also find blog posts, podcasts and video tutorials that can help you improve your grammar.

NoRedInk.com

NoRedInk helps you practice good grammar so that it won't get caught in your writing. The tutorials are easy to follow, and they will show you how to correct any mistakes in the content you produce.

Readability-Score.com

Using bulky phrases and run-on sentences can make your writing look unprofessional and may prevent readers from wanting to read it all! Readability Score is a great tool that will help to make your writing style clearer.

Wridea.com

Before drafting any business-related content, you have to write down and organize your ideas. Wridea offers an idea management service where you can access a variety of brainstorming tools. Sign up for free, then work on your ideas by using the tools provided by the platform.