

Writing Well *for* Business Success

A COMPLETE GUIDE
TO STYLE, GRAMMAR, AND
USAGE AT WORK

Résumés • Reports • E-mails • Proposals
Business Plans • Letters • Presentations

SANDRA E. LAMB

Writing Well for Business Success: A Complete Guide to Style, Grammar, and Usage at Work

Sandra Lamb

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So much of success in business depends on writing well. From résumés to reports, proposals to presentations, *Writing Well for Business Success* will help you communicate your ideas clearly, quickly and effectively.

It will help you:

- Distill your message into a well-targeted statement
- Ace the elements of style
- Write what you want to say in emails, business plans and more
- Master the tricks of editing yourself

Presented in author Sandra Lamb's lighthearted and easy accessible style, this little book is an essential desk reference guide for the modern working world.

Writing Well for Business Success: A Complete Guide to Style, Grammar, and Usage at Work Details

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Gina says

I received this book as a first read. It's laid out in an easy to read format. It has a good refresher course on the grammar learned in grade school. It also had a lot of good examples of bad writing with corrections to show better writing. There were a lot of good tips for what information to use in different forms of business letters and etiquette considerations. This would make a good gift for college graduates. It would also be a reference for business professionals to have on hand.

Jennifer says

thanks to goodreads first reads and the author for this chance at reading this book "Writing Well for Business Success".

I actually think this is the book that i should have had in high school all those years ago. It gives detail information as to how to conform a sentence for different aspects of the business world. she gives the reader the tool to write what to say in e-mails, business plans and resumes. she also shows the reader how to conform the elements of the writing style and gives tricks on how to even edit your own writing.

I found this book so well written that i think this is a book that schools should be teaching in the english class as well as college students in the writing classes. I am so very greatful for this opportunity to read this book and thanks again to goodreads first reads and the author for that chance.

You need to read this book.

Deborah Mccloud says

I thought the book was well written easy to understand and was very educational with detailed instructions.

Amy Vey says

Definitely a book to keep on the book shelf, or to share perhaps with someone who needs some help "crafting" aka perfecting work related material in appropriate formats! It was a great refresher and there's always something to learn when it comes to being top notch in the success game of work and life! I was a Goodreads winner of this book, and it came at the appropriate time of updating my resume for a new profession! There are great examples in this very clear cut, helpful book. Thanks Sandra for showing us how to gather our thoughts and put the proper verbiage down on paper, email etc...Great book for those who have been out of school for many years!

Lauren says

Some good parts but she breaks every rule she says to avoid. Especially the one about avoiding sports metaphors! Still, helpful information all around

Toan Truong says

This book has taught me so many useful writing skills that is extremely crucial for life. I'm glad that my English teacher introduced this book to me.

Scott Golden says

[I received this book for free through Goodreads First Reads.]

Most of the writing 'rules' contained here apply to most any kind of writing, but this book more than lives up to its title. I might even be persuaded to label it 'essential'.

W. Whalin says

Packed with Insights to Improve Communication

Let's be honest: the business world is filled with miscommunication and potential misunderstandings. Journalist Sandra Lamb in WRITING WELL FOR BUSINESS SUCCESS gives you the details to be a top-notch communicator.

The writing in this well-organized book is clear and to the point so you don't misuse words and your communication fits the expected business writing etiquette. Whether you are polishing a resume, a report, an email, a proposal, letter or a presentation, this book is loaded with relevant information. Each chapter ends with a series of tips for ready use in your business. I highly recommend this book.
