



Would You Put That in Writing? How to Write Your Way to Success in Business

Dianna Booher

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This book has now been fully revised and updated for the 1990s and offers easy-to-follow instructions on business writing in a business report format. Dianna Booher provides a clear working understanding of the objectives and obstacles of business writing in five basic steps: consider your audience; anticipate your reader's reaction; outline your message; develop the first draft; edit for content, grammar, clarity, conciseness and style. This edition includes insights into drafting by computer as well as important updates on usage and grammar. The text is complemented by a full bibliography and appendices incorporating: applying the five steps; a grammar glossary; a grammar quiz; a clarity exercise; and a conciseness exercise.

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