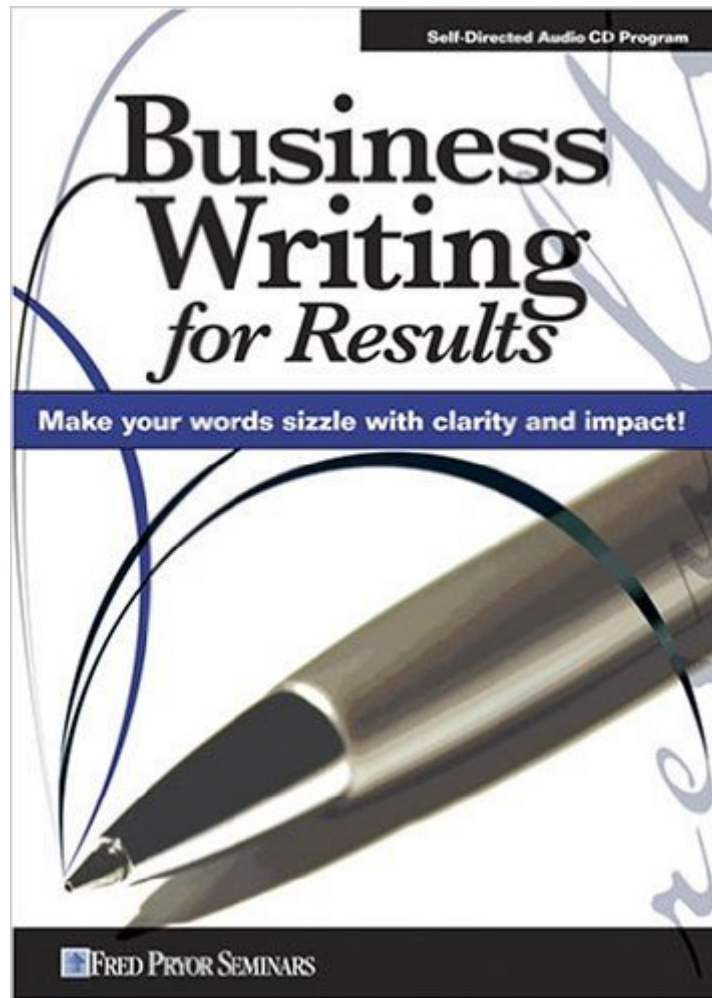


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# Business Writing For Results



## Synopsis

Make your words sizzle with clarity and impact! Discover how to avoid the pitfalls that ambush your written communication and learn how to accomplish a more direct, engaging style. Learn the skills, tips, and techniques for creating powerful, concise, polished documents that accomplish your objective. In this engaging program, you'll receive templates, or models for letters you need to write on a regular basis and a framework for producing professional reports. And, you'll find out how to complete your documents faster and more efficiently than ever before. Learn how to ... \* Write to accomplish a specific response. \* Establish a credibility and trust with your reader. \* Improve your style so your writing is simple and crisp. \* Achieve a better "flow" to your documents. \* Choose words that elicit a positive response. \* Create documents that look inviting to read. \* Write to appeal to the styles and preferences of various personality types. Apply the uncomplicated, down-to-earth techniques in this program to your daily writing and soon you'll be turning out letters, memos, proposals, reports, and other documents with great impact! You'll get results!

## Book Information

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Great material for a team who has never do supervisor work. They are learning lots of writing tools and understanding what it takes to write various types of letters. GREAT item. Thank you~

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