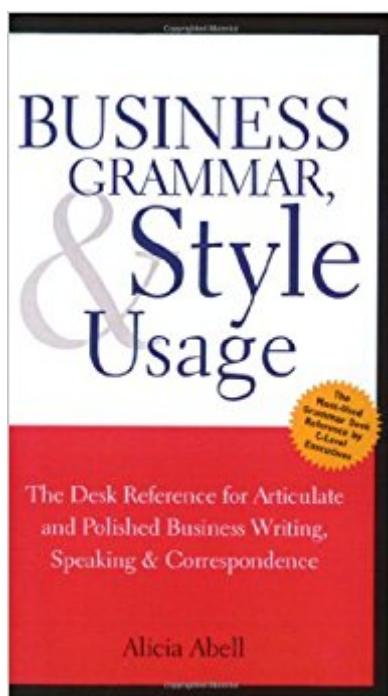


The book was found

Business Grammar, Style & Usage: The Most Used Desk Reference For Articulate And Polished Business Writing And Speaking By Executives Worldwide



Synopsis

Based on the actual writing and speaking styles of leading business executives worldwide, this book features easy-to-follow instructions and techniques for preparing polished written documents and writing and speaking in an articulate manner. Focusing on how leading business professionals really communicate, the basics of writing and speaking, including traditional grammar and speaking dos and don'ts, are covered. Examined are the particular styles in which business professionals communicate with each other and how to develop a personal professional style. Featured are special sections on writing memos, offer letters, e-mails, and other business documents that business professionals need to master.

Book Information

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Average Customer Review: 4.4 out of 5 starsÂ See all reviewsÂ (35 customer reviews)

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Customer Reviews

The contents of this book will assist all who use it to eliminate the common errors associated with daily communication. Great advice on e-mail brevity, selecting the proper word etc. Well worth reading.

This is the one book every business professional should have on (or near) their desk. It's concise nature lends itself to a perfect reference for writing and speaking in a very polished manner. Also especially helpful are the "do's and don'ts" of business grammar.

I have just gone through an electronic copy of this book. I would like to highlight a few points:- It is intended for business writing, as the title clearly stated. It is not appropriate for school or university

level students.- It is firmly based on US writing style. If you operate in an environment that dislikes the US style, you will have to tamper some of the advice given to suit your environment. However, it is fair to say that the US style dominates the business world anyway.- Styles do vary over the years. Since it was written in 2003, things may have changed by the time you get it. Overall, it points out many common mistakes; and encourages a direct, clear, easy-to-understand approach to writing. If your work setting requires you to use a different approach, then what the book teaches works against you. For example, if you must write in passive voice, or avoid use of "I" at all costs (preferring "this reviewer" instead), or favours fancy constructs (e.g. "It should be noted that ...", "Having said that, on the other hand, ..."), and so on. I personally like the US style. But I am working in Australia, where we only partially accept the US style. That's why the 4-star rating.

This book has helped me to polish my writings and has increased the likelihood twice more of having responses from my clients and contacts. Even though I have known my grammar well, this book was well worthwhile to have in my collection. Every now and then, I consult it and it just does not fail me.

This is a great book for anyone needing to compose professional correspondence. It provides lots of helpful tips and includes many examples. I didn't realize how much I had forgotten until I read this book! I bought additional copies for people who work for and with me. Highly recommended.

I would recommend this book to professionals across all fields. As an ESL tutor, I think this book is a useful resource. Anyone who wants to write and communicate effectively can benefit from this brief book.

Very good. I recommend it to international business developers in all sectors of activities, regardless nationalities and/or countries where to perform.

The book is in good condition and has a lot of good information in it. I have to write a lot of business letters and I am finding this book very helpful. I'm really glad I got it. I have bought books in the past for writing that have not been this helpful. With writing people tend to fall into a rut using the same style everytime and this shows how to clean that writing up. I tend to get wordy and this shows how to eliminate that. Great purchase.

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