



Business Writing Today: A Practical Guide

Natalie C. Canavor

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You'll know what to say and how to say it in any medium from email to blog, cover letter, proposal, resume, report, website, tweet, news release, and more. You'll discover practical, grammar-free techniques to improve all your writing and learn how to recognize and fix your own problems with clear demonstrations.

Business Writing Today, Second Edition, gives you tools, techniques and inside tips drawn from the worlds of journalism, corporate communications and public relations. It prepares you to better understand the business world and communicate in ways that achieve your own immediate and long range goals in today's highly competitive work environment.

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