

# BUSINESS WRITING SKILLS USEFUL RESOURCES

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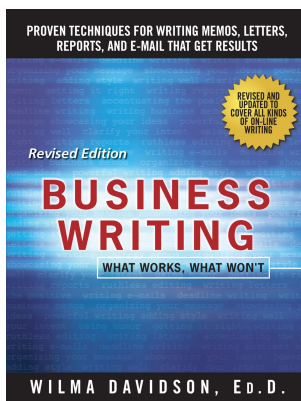
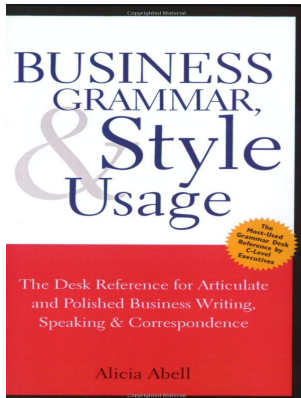
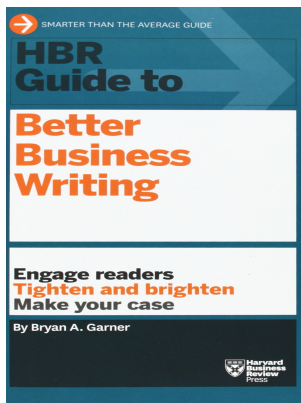
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The following resources contain additional information on Business Writing Skills. Please use them to get more in-depth knowledge on this topic.

## Useful Links on Business Writing Skills

- [Wiki University](#) – Business Writing Skills form Wiki University
- [Business Writing](#) – Improve Your Business Writing

## Useful Books on Business Writing Skills



COMPLETELY REVISED AND UPDATED THIRD EDITION

"The Strunk and White of business writing."  
—Louis Begley

# WRITING THAT WORKS

HOW TO COMMUNICATE  
EFFECTIVELY IN BUSINESS

→ e-mail → letters → memos  
→ presentations → plans  
→ proposals → reports  
→ speeches → resumes

New  
chapter on  
e-writing!

Kenneth Roman and Joel Raphaelson

# EFFECTIVE BUSINESS WRITING

A GUIDE FOR  
THOSE WHO WRITE  
ON THE JOB

SECOND EDITION  
REVISED AND UPDATED

"The best book on business writing I've ever encountered."  
—Steven Robbins, Research Associate, Harvard Business School

MARYANN V. PIOTROWSKI

# Writing Winning Business Proposals

RICHARD C. FREED  
JOSEPH D. ROMANO  
SHERVIN FREED

"Get this book  
if you ever  
write proposals."  
—Jim Kennedy,  
Grantmaker's News

Persuade  
Key  
Stakeholders

Sharpen  
Your  
Presentation

Close  
the Deal

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