



# Effective Business Writing in Easy Steps

*Tony Rossiter*

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## **Effective Business Writing in Easy Steps** Tony Rossiter

The ability to communicate in writing is one of the most effective and key business skills. Whether you're drafting a lengthy company report or sending a short email to colleagues, it's vital to get it right. That means being clear and concise, and writing in a style that's acceptable to the reader. If your writing is difficult to understand or written in an inappropriate style, it won't be effective.

When problems arise within any organization, they can often be traced back to a breakdown in communication. Clear and succinct writing is a skill which no organization, big or small, private or public, can afford to neglect. **Effective Business Writing in easy steps** will enable you to quickly master this skill.

**Effective Business Writing in easy steps** is the ideal guide for anyone who needs guidance with writing in the workplace. Its clear, concise, easy-to-read style means that you'll soon master the fundamental skills to communicate effectively in business. It covers the basic tools such as plain English, vocabulary, spelling, punctuation and grammar, to preparing and checking your presentation, then how to put it into practice when writing documents such as letters, emails, notes, reports and speeches and many more.

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