



Writing for Business: Expert Solutions to Everyday Challenges (Pocket Mentor)

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Effective business writing rests on a foundation of basic principles. Master them, and you'll know how to handle the many different writing tasks that come your way. This book will help you organize and edit your message for maximum impact.

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Editorial Review

From the Back Cover

WRITING FOR BUSINESS

Effective business writing rests on a foundation of basic principles. Master them, and you'll know how to handle the many different writing tasks that come your way. This guide will show you how to:

Use clear and concise language **Meet Your Mentor** Deborah Dumaine is the president and founder of Better Communications, a learning company that delivers globally recognized business, leadership, technical, financial and sales writing workshops. **About Pocket Mentors** The *Pocket Mentor* series offers immediate solutions to common challenges managers face on the job every day. Each book in the series is packed with handy tools, self-tests and real life examples to help you identify your strengths and weaknesses and hone critical skills. Whether you're at your desk, in a meeting, or on the road, these portable guides enable you to tackle the daily demands of your work with greater speed, savvy, and effectiveness. **About the Author** Since 1984, Harvard Business School Press has been dedicated to publishing the most contemporary management thinking, written by authors and practitioners who are leading the way. Whether readers are seeking big-picture strategic thinking or tactical problem solving, advice in managing global corporations or for developing personal careers, HBS Press helps fuel the fire of innovative thought. HBS Press has earned a reputation as the springboard of thought for both established and emerging business leaders. Users

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