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MANAGER'S GUIDE TO

BUSINESS **WRITING**

SECOND EDITION



Suzanne Sparks FitzGerald

Managers Guide To Business Writing

RD Boyd



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Christian,2020-01-02 Language in its different forms and means is essentially used to communicate a message and to achieve an end the written form is one of the means used to achieve such an end of conveying messages Business by its nature as we know is competitive and is becoming more competitive globally which means that such competition exists between companies worldwide and amongst employees of the company itself as they try to better themselves in their careers It follows that performance objectives take priority over other objectives within the company For example a German company in Korea has a long term objective of establishing good long term trading relations with the Koreans thus their representative s use of English is geared to that end Similarly a French company s manager in India needs the language to communicate with his Indian workers In speaking and writing we judge the success of the person inasmuch as he or she succeeds in expressing his or her ideas precisely enough and appropriately sufficiently for the target situation A user of the language particularly a writer is usually judged on the basis of his or her grammatical accuracy and the range and appropriateness of the vocabulary used This Skills in Business Writing Workbook is not intended for teaching the long process of what to learn or how to learn a language but is specifically targeted to helping business people who use writing in communicating their business needs to their employees but more importantly to outsiders The Workbook is designed to help you improve the writing you do on the job By working on your own or with a facilitator who can guide you through the Workbook you will explore means that are prepared to help you improve your writing by exploring how to accomplish different purposes when you write For example if your purpose in writing a particular memo is to order a piece of machinery state a problem and suggest a solution to the problem or inform someone of his or her promotion you will learn an effective way to accomplish that purpose You will also learn how to explain processes and how to make and support generalizations These are only examples You will learn to accomplish many different purposes through your writing Corporates may consider that this Business English Writing Skills Workbook can be administered in a 2 week workshop which would be designed to cover the various objectives in order to help the user improve and have hands on experience in the writing for the various objectives he or she may write about or may have to write about on the job A user will improve writing by studying how to accomplish different purposes when writing For example if the purpose in writing a particular memo is to state a problem and suggest a solution to the problem a user will learn an effective way to accomplish that purpose A user will also learn how to explain processes and how to make and support generalizations These are only examples of what he or she will learn to accomplish many different purposes through writing In the Workshop a user will focus on formats for memos e mail and internal letters Participants will also learn how to organize their documents so that they are attractive to the reader In addition they will work with a set of grammar rules that can greatly reduce the number of errors in their writing As well they will focus on techniques that make their writing effective and achieve results Manager's Guide to Business Planning Peter J. Capezio,2009-10-16 Get the business results you want by creating and executing a solid plan One simple thing usually makes the difference between

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