



Writing Well for Business Success: A Complete Guide to Style, Grammar, and Usage at Work

Sandra E. Lamb

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So much of success in business depends on writing well. From résumés to reports, proposals to presentations, *Writing Well for Business Success* will help you communicate your ideas clearly, quickly and effectively.

It will help you:

- Distill your message into a well-targeted statement
- Ace the elements of style
- Write what you want to say in emails, business plans and more
- Master the tricks of editing yourself

Presented in author Sandra Lamb's lighthearted and easy accessible style, this little book is an essential desk reference guide for the modern working world.

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