

Ten simple steps and forty-six techniques to help business professionals, engineers, and scientists write more effectively and efficiently Can Do Writing is the writing guide for the hundreds of millions of people who write documents as part of a job. A survey of occupations shows that these professionals share one career-building skill: writing is essential. For twenty-plus years, Daniel and Judith Graham have trained more than 70,000 business and technical professionals to use this system. Every one of these professionals benefit from the proven writing system described in this book because Can Do Writing gives them the skills they need to succeed. In ten steps and 46 writing techniques, the authors systematically lead business readers through analysis, composition, and editing and techniques work every time for every imaginable document, for every profession, for every subject and every client. Writing isn't easy, but Can Do Writing makes even the most complex writing project manageable. Daniel and Judith Graham (Fairfax, VA) are authors and principals of Graham Associates, providing quality writing consulting and training for business professionals, engineers, and scientists for more than 20 years.

DON'T LET YOUR WRITING HOLD YOU BACK. When you're fumbling for words and pressed for time, you might be tempted to dismiss good business writing as a luxury. But it's a skill you must cultivate to succeed: You'll lose time, money, and influence if your proposals, and other important documents fail to win people over. The HBR Guide to Better Business Writing, by writing expert Bryan A. Garner, gives you the tools you need to express your ideas clearly and persuasively so clients, colleagues, stakeholders, and investors get behind them. This book will help you:

- Push past writer's block
- Grab—and keep—readers' attention
- Earn credibility with tough audiences
- Trim the fat from your writing
- Strike the right tone
- Brush up on grammar, punctuation, and usage

A Complete Guide to Developing an Effective Business Writing Style

Business Writing For Dummies

The Everyday Guide to Clear, Concise and Powerful Writing

Effective Business Communication

The Truth About the New Rules of Business Writing