

A close-up photograph of a person's hand typing on a white computer keyboard. The background is a blurred world map, showing continents and oceans. The lighting is soft, and the focus is on the hand and the keys.

**BUSINESS COMMUNICATIONS
BASICS: A GUIDE TO CONCISE
WRITING AND CORRECT STYLE**

Gerald Levitch

Business Communications Basics A Guide To Concise Writing And Correct Style

Michael C. Thomsett



Business Communications Basics A Guide To Concise Writing And Correct Style:

Business Communications Basics Gerald Levitch, 2014-12-20 This book provides the basic working knowledge that successful corporate writers need to give their company or organization a competitive edge in reaching customers shareholders and employees Effective corporate communications requires writers who know the basic principles of correct grammar usage and style Concise and to the point this book gives seven steps to better writing tells how to pick and choose the right words and addresses common mistakes in spelling abbreviations punctuation capitalization numbers addresses and corporate terminology It is the companion volume to Speechwriting Basics For Business and Government

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