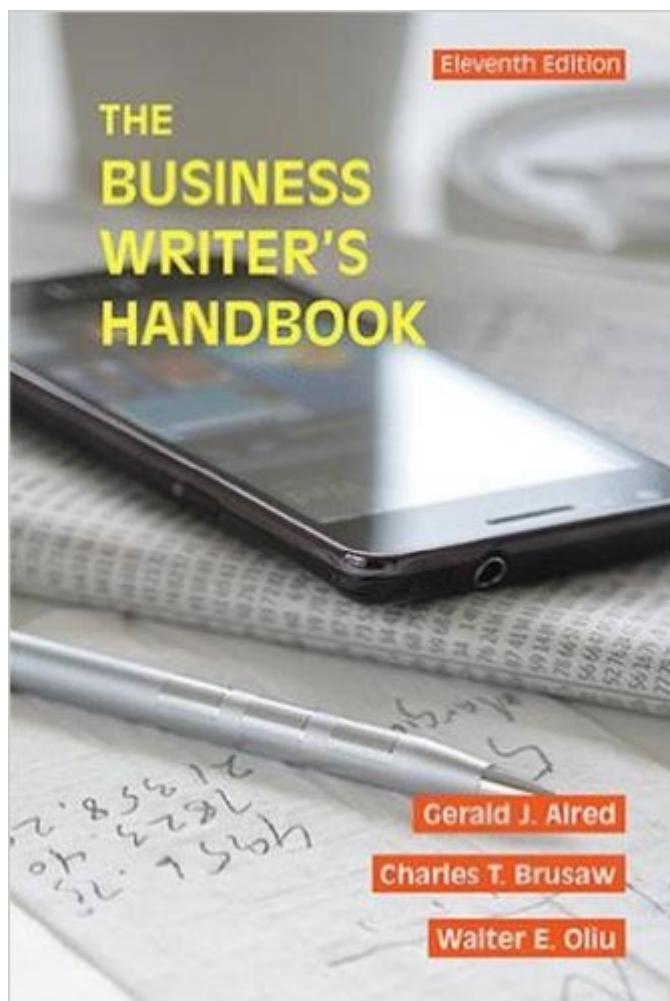


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# The Business Writer's Handbook



## **Synopsis**

PACKAGE THIS TITLE WITH OUR 2016 MLA SUPPLEMENT, Documenting Sources in MLA Style (package ISBN-13: 9781319088637). Get the most recent updates on MLA citation in a convenient, 40-page resource based on The MLA Handbook, 8th Edition, with plenty of models. Browse our catalog or contact your representative for a full listing of updated titles and packages, or to request a custom ISBN. From formal reports to everyday e-mails, The Business Writer's Handbook uses smart, accessible language to spotlight and clarify the ways we write today. Hundreds of topic entries, 90+ sample documents, at-a-glance checklists, and dynamic videos break down the best-practices, models, and real-world skills that successful writers use to communicate clearly and persuasively. Developed by a legendary author team with decades of combined academic and professional experience, the book's intuitive, alphabetical organization makes it easy to navigate its extensive coverage of grammar, usage, and style. Plus, updated, in-depth treatment of pressing issues like the job search, the writing process, documenting sources, and social media resonates both in class and on the job.

## **Book Information**

Series: Business Writer's Handbook

Spiral-bound: 672 pages

Publisher: Bedford/St. Martin's; 11 edition (February 12, 2015)

Language: English

ISBN-10: 145767551X

ISBN-13: 978-1457675515

Product Dimensions: 5.6 x 0.8 x 8.2 inches

Shipping Weight: 1.4 pounds (View shipping rates and policies)

Average Customer Review: 4.3 out of 5 stars [See all reviews](#) (66 customer reviews)

Best Sellers Rank: #167,712 in Books (See Top 100 in Books) #165 in Books > Textbooks > Business & Finance > Business Communication #169 in Books > Business & Money > Skills > Business Writing #924 in Books > Business & Money > Skills > Communications

## **Customer Reviews**

This book is exactly the same as "Handbook of Technical Writing" by same authors. The only difference is in the cover picture and colors. I think it is not a cool thing to sell the same book with two names without mentioning it. So if you have that one, do not buy this one. They are exactly the same.

This practical classic of business communication works for multiple audiences from MBA students and project managers to undergraduate business students and international business working in English as a second language. The concise, clear entries explain topics, provide model documents, and cover an impressive range of alphabetically arranged materials. While the new 9th edition features orange highlighted text, more weblinks, and a stronger section on visuals, budget conscious consumers can find plenty of value in this 8th edition. The basic principles of business writing remain the same - and same English grammar problems puzzle writers today as a few years ago. ESL students, by the way, will especially appreciate the short grammar tips and editing suggestions. Bottomline: The Business Writer's Handbook should be on your bookshelf if you work in business, write business documents, or study business communication. If you can afford the 9th edition, buy it. Otherwise, pick up this classic in the 8th edition and save yourself some money.

If you have difficulty with grammar or the nuances of words, then read this book. Everything else in this book can be found on reference sites online - citation formating, etc. Don't bother with this book if your grammar is up to par and you're willing to look up official guidelines on citation online. Anyway, the official guidelines change frequently enough that it's better to not rely on an out-of-date paper book. It is important to be literate and always use correct grammar on formal business memos, however you should learn all that in English class in high school. This book was a waste of my time and money.

I mistakenly bought this edition. Though I'm sure the information hasn't changed terribly much, it's still almost 15 years old and definitely antiquated. With this type of reference material, it's better to stay current.

By Gerald J. Alred, Charles T. Brusaw, and Walter E. Oliu, Ninth Edition (Bedford/St. Martin's, 2009) If you are seeking a professional writing guide, this is perfect! The spiral-bound binding is efficient for flipping through the pages in this well-organized book. The small size of this chunky book is great for carrying around with you, as you write on the go. This book includes almost all the necessary business-writing guidelines, which makes it a splendid choice for high school and college students, and beyond.

It's a very useful book. I'm a college student getting ready to graduate. I've already taken this book

back out to check on the format for cover letters, resumes, how I should organize professional emails, etc. It will probably be outdated in a few years though.

I needed something like this for a college class I was taking. The parts that I needed it for I felt could have been condensed a lot more, it did have what I needed but I thought it should have been laid out better.

Book is in very good condition. Shipping was fast. Love the fact that this book is spiral bound. I would consider this book to be more of a "dictionary" or reference guide because the layout is in alphabetical orders.

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