

# WRITTEN COMMUNICATION



# Business Communication Writing

**Natalie Canavor, Claire Meirowitz**



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Business Communication Zane K. Quible, Margaret H. Johnson, Dennis L. Mott, 1996 Business Communication Business Writing found in departments of Business English or Communication. This text is designed to help students improve their ability to communicate more effectively, especially in a business setting, both in writing and orally. It outlines writing concepts essential for all types of business documents, discusses appropriate content and structure for specific types of business documents, and explains how employees can make more effective presentations in both small and larger groups.

*Writing for the Workplace*, 2018

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