



# The Business Writer's Handbook, Tenth Edition

*Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu*

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**The Business Writer's Handbook, Tenth Edition** Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu

Now in its tenth edition, this classic book remains the complete business-writing reference for students and professionals alike. Alphabetically organized and easy-to-use, its nearly 400 entries provide guidance for writing all the most common types of business documents and correspondence, from brochures, press releases, and résumés, to executive summaries, proposals, and reports. Abundant, real-world sample documents and visuals throughout the book demonstrate effective business communication, reflecting current practices for formatting documents and using email. In addition, advice for organizing, researching, writing, and revising complements thorough treatment of grammar, usage, style, and punctuation to provide comprehensive help with writing skills. Up-to-date coverage of workplace technology gives users the latest advice on writing for the Web, designing Web pages, conducting Internet research, using software tools, and working with electronic documents.

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