

Elements Of Business Writing Guide To Writing Clear Concise Letters Memos Reports Proposals And Other Business Documents

How well do you write? Good communication is a skill required by all professionals. Whether you're preparing reports, conducting reviews or simply writing emails, expressing your ideas clearly and persuasively is fundamental to your success in the workplace. Susan McKerihan has spent over twenty years assisting corporate clients to perfect their written communications. In *Clear & Concise* she shares her secrets, using real-world examples to show how to avoid common writing traps, such as wordiness, ambiguity and repetition. By eliminating these habitual errors from your work and by using a logical top-down structure, you can improve the readability of your writing. And when your words are lucid and focused, your thinking becomes sharper, and you become more impressive and more productive. *Clear & Concise* is the only writing guide you will ever need. With the emergence of English as the official language of business worldwide, it is critical that business writers produce clear, concise communication. Written communication is like a corporate ambassador: individuals and companies will be judged by the professionalism evident in their business writing. The handbook offers a lesson-on-every-page format for ease of use and for instant comprehension. The best way for a user to fully understand the writing concepts presented in

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this handbook is to follow the examples attached to each lesson. To further assist the user in mastering business writing, there are over 30 template-like writing samples with guidelines. In fact, users could simply follow the format of these writing samples and fill in their own content. Should the user be tasked with putting together newsletters or a visual piece (invitations, announcements, etc.), there is a section devoted to graphics, design, fonts, and visual layouts. This handbook consists of five stand-alone sections: composition basics; usage; writing style and structure; proposals and reports; visual design. This handbook has been a favourite of corporations, universities and colleges, and international users. Note: there is no discrepancy between British, Canadian, and American usage.

New to this edition: Up-to-date information on on-line research and computer resources. A unique four-way access system enables users of the Handbook of Technical Writing to find what they need quickly and get on with the job of writing: 1. The hundreds of entries in the body of the Handbook are alphabetically arranged, so you can flip right to the topic at hand. Words and phrases in bold type provide cross-references to related entries. 2. The topical key groups alphabetical entries and page numbers under broader topic categories. This topical table of contents allows you to check broader subject areas for the specific topic you need. 3. The checklist of the writing process summarizes the opening essay on "Five Steps to Successful Writing" in checklist form with page references to related topics, making it

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easy to use the Handbook as a writing text. 4. The comprehensive index provides an exhaustive listing of related and commonly confused topics, so you can easily locate information even when you don't know the exact term you're looking for.

A revolutionary approach to enhancing productivity, creating flow, and vastly increasing your ability to capture, remember, and benefit from the unprecedented amount of information all around us. For the first time in history, we have instantaneous access to the world's knowledge. There has never been a better time to learn, to contribute, and to improve ourselves. Yet, rather than feeling empowered, we are often left feeling overwhelmed by this constant influx of information. The very knowledge that was supposed to set us free has instead led to the paralyzing stress of believing we'll never know or remember enough. Now, this eye-opening and accessible guide shows how you can easily create your own personal system for knowledge management, otherwise known as a Second Brain. As a trusted and organized digital repository of your most valued ideas, notes, and creative work synced across all your devices and platforms, a Second Brain gives you the confidence to tackle your most important projects and ambitious goals. Discover the full potential of your ideas and translate what you know into more powerful, more meaningful improvements in your work and life by Building a Second Brain.

Suggestions to Medical Authors and A.M.A. Style Book
How to Write Letters

The Smart Guide to Business Writing

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Business and Professional Writing: A Basic Guide for Americans

Become a Better Business Writer

Business Writing For Dummies

A Proven Method to Organize Your Digital Life and Unlock Your Creative Potential

A guide to the principles of writing effective copy covers headlines, print ads, direct mail, brochures, catalogs, press releases, and electronic messages

A Complete Guide to Correct Business and Personal Correspondence

The Elements of Style William Strunk concentrated on specific questions of usage—and the cultivation of good writing—with the recommendation "Make every word tell"; hence the 17th principle of composition is the simple instruction: "Omit needless words." The book was also listed as one of the 100 best and most influential books written in English since 1923 by Time in its 2011 list.

This guide is a comprehensive reference for improving & refining your writing skills. Sample letters, punctuation guidelines, rules of composition & grammar, & step-by-step advice are provided to assist you in preparing professional correspondence that clearly & effectively conveys subject matter & ideas.

A Complete Guide to Style, Grammar, and Usage at Work

Writing Guidelines for Business Students 6e

The English Writing Style Guide

Business and Technical Communication

The Essential Handbook For Business Writing

The Elements of Technical Writing

Step-by-step Instructions

With more than 800 alphabetical entries and nearly 100 sample documents, *The AMA Handbook of Business Writing* gives you quick, accessible guidelines to the entire writing process, from using correct grammar and style to formatting your document for clarity to writing effectively for a target audience. Far more comprehensive than the vast majority of business writing guides, yet infinitely easier to grasp than standard tomes like *The Chicago Manual of Style*, this is a remarkably comprehensive reference---and remarkably easy to pinpoint the information you need to complete any writing project, whether it's an annual report, newsletter, press release, business plan, grant proposal, training manual, PowerPoint presentation, or piece of formal correspondence. Prepared by the founders of a successful corporate communications consulting firm and authors of the best-selling *Administrative Assistant's and Secretary's Handbook*, this book is designed for businesspeople of every stripe, from marketing managers to human resources directors, from technical writers to public relations professionals, from administrative assistants to sales managers. Peek inside to survey the unprecedented scope of information, all presented in a simple A-to-Z format, with clear examples, helpful cross-references, easy-to-emulate sample documents, and step-by-step guidelines. *The AMA Handbook of Business Writing* is a classic reference you'll consult every time you write. When

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it comes to writing, do you know how many businesspeople are just winging it? Almost everyone! And it shows in sloppy grammar, incomprehensible language, poorly structured documents, shoddy research, and downright ugly formatting. Whether it's a simple business letter or a hefty annual report, poor writing looks bad for the organization, and it really looks bad for the person producing it. Help is now here. The AMA Handbook of Business Writing is a complete A-to-Z reference on everything you need to produce top-quality documents. Offering the expansive breadth of information found in The Chicago Manual of Style, but without the excessive detail and complexity, you'll find here more than 600 pages of instantly accessible, thoroughly useful information for getting any job done. With examples and cross-references throughout, the monumental, easy-access AMA Handbook of Business Writing is an indispensable desktop reference for every business professional. Style guides come in many shapes and sizes, usually focused toward scientific or academic use only. However, business writing is a space occupied by many individuals that has not been given the attention it deserves. The Style Guide for Business Writing, Second Edition, is designed specifically to assist business writers in both the public and private sector, including those publishing with English as a second language; authors of academic papers; business book authors; financial journalists; and writers of reports, proposals or even just e-mail and memoranda. This book provides a comprehensive guide to clear and

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precise writing that will help develop basic communication skills for the beginner, and refresh the basics for the experienced business writer. Major topics are arranged alphabetically and the cross references and index enable quick and easy access to information.

Michael C. Thomsett is a market expert, author, speaker, and coach. His many books include *Stock Market Math*, *Candlestick Charting*, *The Mathematics of Options*, and *A Technical Approach to Trend Analysis*.

The Elements of Business Writing
Longman Publishing Group

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 e-mails, 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 partners will 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

Business Correspondence

The Pyramid Principle

Second Edition

Access PDF Elements Of Business Writing Guide To Writing Clear Concise Letters Memos Reports Proposals And Other Business Documents

Proven Techniques for Writing Memos, Letters, Reports, and Emails that Get Results

HBR Guide to Better Business Writing (HBR Guide Series)

Style Guide for Business Writing

Writing Well for Business Success

Straightforward, practical, and focused on realistic examples, *Business and Professional Writing: A Basic Guide for Americans* is an introduction to the fundamentals of professional writing. The book emphasizes clarity, conciseness, and plain language. Guidelines and templates for business correspondence, formal and informal reports, brochures and press releases, and oral presentations are included. Exercises guide readers through the process of creating and revising each genre, and helpful tips, reminders, and suggested resources beyond the book are provided throughout.

By combining research sources with an annotated bibliography this reference title locates the sources that offer practical solutions to business and technical communication problems.

This is the book that generations of writers have relied upon for timeless advice on grammar, diction, syntax, and other essentials. In concise terms, it identifies the principal requirements of proper style and common errors.

The Ultimate Guide to Business Writing is a comprehensive guide on how to write any kind of business document. Written clearly in an engaging

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voice, it explains in depth the whole process: from determining objectives to establishing readers' needs, conducting research, outlining, and designing a template; to writing the first draft; to editing for meaning, accuracy, concision, style and emotional impact; to creating glossaries and indices; to proofreading and working with reviewers. The book also explains how to exploit the psychology of perception and motivation, collaborate effectively with business colleagues, manage documents holistically across an organisation, and deal with the other everyday practicalities of managing knowledge in a corporate environment. Every section of the book is packed with questions to stimulate thinking and generate meaningful answers, and dozens of examples of what works and why. The book's also rich in practical examples drawn from real life, anecdotes, humour, and visual aids. But the advice isn't just practical and anecdotal: it's also rigorously supported by scientific evidence from notable linguists and psychologists such as Steven Pinker, Daniel Goleman and Yellowlees Douglas. And anyone keen to explore further will benefit from the bibliography and links to videos and other online resources. The book is ideal not just for professional business writers, such as editors, technical writers, copywriters and creative directors; it's also suitable for anyone whose job requires them to write, whether it's something as simple as an email or as complex as a set of policies or a handbook.

A Guide to Everyday Writing : Intermediate
The Copyeditor's Handbook

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The Chicago Manual of Style

An A-Z Source for Today's Business Writer

Instant-Answer Guide to Business Writing

Handbook of Technical Writing

The Essential Guide to Creating Copy that Gets the
Results You Want

Eric Hayot teaches graduate students and faculty in literary and cultural studies how to think and write like a professional scholar. From granular concerns, such as sentence structure and grammar, to big-picture issues, such as adhering to genre patterns for successful research and publishing and developing productive and rewarding writing habits, Hayot helps ambitious students, newly minted Ph.D.'s, and established professors shape their work and develop their voices. Hayot does more than explain the techniques of academic writing. He aims to adjust the writer's perspective, encouraging scholars to think of themselves as makers and doers of important work. Scholarly writing can be frustrating and exhausting, yet also satisfying and crucial, and Hayot weaves these experiences, including his own trials and tribulations, into an ethos for scholars to draw on as they write. Combining psychological support with practical suggestions for composing introductions and conclusions, developing a schedule for writing, using notes and citations, and structuring paragraphs and essays, this guide to the elements of academic style does its part to rejuvenate scholarship and writing in the humanities.

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becoming a better business writer. Better writers get better jobs and more promotions; they persuade people through emails, Web sites, presentations, proposals, resumes, grant proposals, you name it. Businesses know this: that's why they spend \$3 billion a year helping their employees become more effective writers. The Truth About the New Rules of Business Writing shows you how to master the art of effective business communication replacing the old standards of jargon, pomposity, and grammar drills with a simple, quick and conversational writing style. Authors Natalie Canavor and Claire Meiorowitz demonstrate how to plan and organize your content; make your point faster; tell your readers what's in it for them; construct winning documents of every kind, print and electronic, even blog entries and text messages! The Truth about the New Rules of Business Writing brings together the field's best knowledge, and shows exactly how to put it to work. With an "aha" on every page, it presents information in a clear, accessible style that's easy to understand and use. Written in short chapters, it covers the entire field, cuts to the heart of every topic, pulls back the curtain on expert secrets, and pops the bubble of commonly-held assumptions. Simply put, this book delivers easy, painless writing techniques that work. The text covers the three key phases of a business proposal--preparation, writing, and presentation--and includes examples of different types and styles of business proposals, such as sales proposals to clients, letters and memos as business proposals, proposals to government entities, internal proposals to top management, and business plans as a special type of business proposal.

Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft; clear, concise usage and style guidelines with helpful examples and alternatives; guidance on grammar, tone, and voice; and best practices for writing content for the web, optimizing for accessibility, and communicating to a worldwide audience. Fully updated and optimized for ease of use, the Microsoft Manual of Style is designed to help you communicate clearly, consistently, and accurately about technical topics—across a range of audiences and media.

The Elements of Copywriting

The Graphic Designer's Guide to Better Business Writing

Building a Second Brain

The Only Writing Guide You Will Ever Need

The Elements of Writing

E-mail

The Complete Guide to Writing Effective and Award Winning Business Proposals

A guide to successful business communication describes how to draft effective letters, emails, and proposals; adapt one's writing style to an audience; and self-edit and troubleshoot documents.

The Elements of Style ("Strunk & White") is an

American English writing style guide. It is one of the most influential and best-known prescriptive treatments of English grammar and usage in the United States. This book aims to give in brief space the principal requirements of plain English style. It aims to lighten the task of instructor and student by concentrating attention on a few essentials, the rules of usage and principles of composition most commonly violated. In accordance with this plan it lays down three rules for the use of the comma, instead of a score or more, and one for the use of the semicolon, in the belief that these four rules provide for all the internal punctuation that is required by nineteen sentences out of twenty. Similarly, it gives in Chapter III only those principles of the paragraph and the sentence which are of the widest application. The book thus covers only a small portion of the field of English style. The experience of its writer has been that once past the essentials, students profit most by individual instruction based on the problems of their own work, and that each instructor has his own body of theory, which he may prefer to that offered by any textbook. Unstuffy, hip, and often funny, The Copyeditor's Handbook has become an indispensable resource both for new editors

and for experienced hands who want to refresh their skills and broaden their understanding of the craft of copyediting. This fourth edition incorporates the latest advice from language authorities, usage guides, and new editions of major style manuals, including *The Chicago Manual of Style*. It registers the tectonic shifts in twenty-first-century copyediting: preparing text for digital formats, using new technologies, addressing global audiences, complying with plain language mandates, ensuring accessibility, and serving self-publishing authors and authors writing in English as a second language. The new edition also adds an extensive annotated list of editorial tools and references and includes a bit of light entertainment for language lovers, such as a brief history of punctuation marks that didn't make the grade, the strange case of *razbliuto*, and a few Easter eggs awaiting discovery by keen-eyed readers. The fourth edition features updates on the transformation of editorial roles in today's publishing environment new applications, processes, and protocols for on-screen editing major changes in editorial resources, such as online dictionaries and language corpora, new grammar and usage authorities, online editorial communities, and web-based

research tools When you're ready to test your mettle, pick up *The Copyeditor's Workbook: Exercises and Tips for Honing Your Editorial Judgment*, the essential new companion to the handbook.

Visual-thinking graphic designers sometimes struggle to express themselves clearly and effectively in writing. Now there's help! The Graphic Designer's Guide to Better Business Writing teaches graphic designers how to write compelling business communications. Created especially to address the needs of graphic designers, this handy guide breaks the writing process down into simple, easy-to-understand stages and offers practical writing and presentation models that designers can put to use immediately. Real-life examples cover an array of essential topics: writing winning resumes and cover letters, landing accounts, writing polished letters and reports, creating design briefs, and much more. As a bonus, the authors include time-saving insider tricks of the trade, gleaned from interviews with design professionals and creative directors from across the country. Allworth Press, an imprint of Skyhorse Publishing, publishes a broad range of books on the visual and performing arts, with emphasis on the business of art. Our titles cover subjects such

as graphic design, theater, branding, fine art, photography, interior design, writing, acting, film, how to start careers, business and legal forms, business practices, and more. While we don't aspire to publish a New York Times bestseller or a national bestseller, we are deeply committed to quality books that help creative professionals succeed and thrive. We often publish in areas overlooked by other publishers and welcome the author whose expertise can help our audience of readers.

Doing Honest Work in College

The Elements of Academic Style

The Ultimate Guide to Style, Grammar, Punctuation, Usage, Construction and Formatting

The New York Times Manual of Style and Usage

A New Model That Gets Results

All the Secrets of Creating and Managing Business Documents

Fast, accurate answers to all your business writing questions will be at your fingertips when you put this handy, carry-it-anywhere reference to work for you. Packed with practical guidance and real-world examples, it helps you ? write better business documents in half the time ? design winning proposals ? generate e-mail that commands attention ? create presentations and

reports that achieve results ? use visuals to maximum effect ? choose from many sample documents for inspiration ? write with greater clarity and impact ? avoid redundancy, stiff phrasing, and "bureaucratic" writing ? make every word count ? handle complex technical topics with ease ? learn the fine art of sending bad news ? organize formal documents for impact ? choose the best formatting techniques ? avoid embarrassing mistakes in grammar and usage.

"Do you need to produce clear reports, papers, analyses, presentations and memos? If so, you need The Pyramid Principle. Communicating your ideas concisely and articulately to clients, colleagues or to the management board is a key factor in determining your personal business success. To gain the maximum effect you need to make maximum impact with your ideas upfront." "Applying the Pyramid Principle means you will save valuable time in writing and waste no time in getting your message across to your audience, making sure they grasp your meaning at once."--BOOK JACKET.

The Revised and Updated 3rd edition of the clear, practical guide to business writing from a renowned corporate writing coach Since the first edition's publication in 1994, Wilma Davidson's clear, practical guide to business writing has established itself as an excellent primer for anyone who writes on the job. Now revised and updated to cover e-mail, texts, and the latest social media technology, Business Writing uses examples, charts, cartoons, and

anecdotes to illustrate what makes memos, business letters, reports, selling copy, and other types of business writing work.

The book contains lots of models of letters, e-mails, faxes and memos. Units teach how to initiate new correspondence and how to respond. Lots of tips about common business expressions and practices. Controlled practice in the in grammar, vocabulary and mechanics of everyday business writing.

The Classic American English Writing Style Guide

With a Guide to Abbreviation of Bibliographic References ; for the Guidance of Authors, Editors, Compositors, and Proofreaders

The Guide to Persuasive Business Writing

Good Writing is Good Business

The Truth About the New Rules of Business Writing

Microsoft Manual of Style

The AMA Handbook of Business Writing

Since its publication in 2004, *Doing Honest Work in College* has become an integral part of academic integrity and first-year experience programs across the country. This helpful guide explains the principles of academic integrity in a clear, straightforward way and shows students how to apply them in all academic situations—from paper writing and independent research to study groups and lab work. Teachers can use this book to open a discussion with their students about these difficult issues. Students will find a trusted resource for citation help whether they are studying comparative literature or

computer science. Every major reference style is represented. Most important of all, many universities that adopt this book report a reduction in cheating and plagiarism on campus. For this second edition, Charles Lipson has updated hundreds of examples and included many new media sources. There is now a full chapter on how to take good notes and use them properly in papers and assignments. The extensive list of citation styles incorporates guidelines from the American Anthropological Association. The result is the definitive resource on academic integrity that students can use every day. “Georgetown’s entering class will discover that we actually have given them what we expect will be a very useful book, *Doing Honest Work in College*. It will be one of the first things students see on their residence hall desks when they move in, and we hope they will realize how important the topic is.”—James J. O’Donnell, Provost, Georgetown University “A useful book to keep on your reference shelf.”—Bonita L. Wilcox, *English Leadership Quarterly*

So much of success in business depends on writing well. From résumés to reports, proposals to presentations, *Writing Well for Business Success* will help you communicate your ideas clearly, quickly and effectively. It will help you: -Distill your message into a well-targeted statement -Ace the elements of style -Write what you want to say in emails, business plans and more -Master the tricks of editing yourself Presented in author Sandra Lambs lighthearted and easy accessible style, this

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little book is an essential desk reference guide for the modern working world.

Emerson, Writing Guidelines for Business Students is a concise yet comprehensive reference for all business students, covering various assignments that they will be exposed to during their studies including reports, case studies, reviews and online articles. The only guide in the market that focuses specifically on skills for business students, this is a reader-friendly text which helps students master the expectations of business writing skills at university. The early chapters focus on research and writing, and the latter chapters and appendices pursue more specialised aspects of assignments, which allows the resource to be used as a reference tool throughout a business degree. Instructor companion website includes instructor manual, PowerPoints, checklists and worksheets.

"Without peer." "Trust me -- it works." "Just the right blend of rigor, encouragement, and fun." "Both useful and a pleasure." "A bounty of usable information." Those are just a handful of raves for The Elements of Writing (previously published as The Big Book of Writing), the only comprehensive system for writing well. Building on the latest research on learning and the brain, The Elements offers a complete apprenticeship on writing. Every skill in this book has been tested in college and high school classrooms, business and nonprofit seminars, and coaching sessions with authors. The Elements of Writing is filled with case studies. In each one, a master of writing

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shows you a "trick of the trade." So this book is really a group effort, with contributions from the ancients (Homer, Aristotle), timeless writers (Shakespeare, Twain, Charlotte Bronte, Crane, Miller, Hemingway, Henry Roth, Robert Penn Warren), modern masters (Capote, Kundera, Caro, Updike, McPhee, Martin Amis, Tom Wolfe, Gladwell, Agassi, O'Brien, and Zadie Smith, Mernissi), historic figures (Lincoln, Martin Luther King), and classic films ("Casablanca," "Vertigo," and "Hannah and Her Sisters"), and more. People in all fields -- high school, higher education, journalism and publishing, business and government -- have discovered the power of this unique system. Whether you're in business, school, government or nonprofit agencies, or journalism/blogging or publishing, The Big Book offers a powerful to improve your writing right away. Developed by author and teacher Charles Euchner, The Elements of Writing draws lessons from the masters to show the skills and "tricks of the trade" you need to write with clarity and power. The Elements also uses the latest research on learning and the brain to help you manage the creative process. Euchner is the author or editor of ten books, most recently the acclaimed "Nobody Turn Me Around: A People's History of the 1963 March on Washington" (Beacon Press, 2010). Euchner has also written a trilogy of the world of modern sports ("Playing the Field," "The Last Nine Innings," and "Little League, Big Dreams"), studies of grassroots politics ("Urban Policy Reconsidered," with Steve McGovern, and "Extraordinary Politics"), and

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works on regional policy and planning (the two-part "Governing Greater Boston" series).

Business Writing

A Guide for Book Publishing and Corporate Communications

Webster's New Business Writers Guide

A Complete Guide to Correct Business and Personal Correspondence BY Mary Owens Crowther

The Elements of Style

How to Prepare Citations, Avoid Plagiarism, and Achieve Real Academic Success, Second Edition

Logic in Writing and Thinking

The Classic. The Elements of Style by William Strunk, Jr.

And E. B. White. The Elements of Style is a prescriptive American English writing style guide in numerous editions.

The original was composed by William Strunk Jr., in 1918, and published by Harcourt, in 1920, comprising eight

"elementary rules of usage", ten "elementary principles of composition", "a few matters of form", a list of 49 "words and expressions commonly misused", and a list of 57

"words often misspelled". E. B. White greatly enlarged and revised the book for publication by Macmillan in 1959. That was the first edition of the so-called "Strunk & White", which Time named in 2011 as one of the 100 best and most influential books written in English since 1923.

Anyone who has ever had to write any business document, from interoffice memo to fifty-page proposal, will find this the single most effective tool for producing clear, concise, and persuasive prose. Equally useful to executives and support staff, it shows how to write clearly and powerfully, organize material and avoid errors and jargon.

An Annotated Guide to Sources, Skills, and Samples