

8 TIPS TO DEVELOP EFFECTIVE BUSINESS WRITING SKILLS



1

Minimise the possibility of anything you write being used against you or the company in a court of law.

Identify your objective before you begin to write your document.

2

3

Use the KISS principle – Keep It Short and Simple

Create an outline of your key points, then go back in and fill in the details and edit.

4

5

Be conscious of 'business speak'. These terms do not always translate well.

Be courteous and polite at all times. Use the correct salutations and closings for business correspondence.

6

7

Include contact information and the best time to reach you if the recipient has questions.

Proofread one last time prior to sending. Ensure objectives are clear and that the tone is what you wish to convey.

8

Effective Business Writing

**Natalie Canavor, Claire
Meirowitz, Stephen Covey**



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