



A Quick Guide to Better Writing & Grammar (Better Business Communication)

Heather Wright

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This book is your quick guide to better writing and grammar. The tips in this book will help you develop the strategies you need to find and correct errors that can reflect badly on you as a professional. This book doesn't cover every grammar, punctuation, and writing problem, but it is designed to hit the most common errors that might be holding you back from producing clean, correct writing. Bad grammar can cost you money. If that alone isn't a motivator, consider this. How can clients trust you with a detailed financial project you are doing on their behalf, when you can't be bothered to pay attention to the details of spelling and grammar? Or consider this: you are just starting in the workplace and the people you work for or want to work for aren't your generation. They don't communicate in the same way that your friends do via text and in person. If you want to impress employers, get the grammar right. Employers consider good writing and speaking skills as the minimum skills you should have in order to be a competent worker. If your work doesn't meet those standards, then how can you represent their company at a higher level? Their employees are their companies' ambassadors; they want their ambassadors to impress not embarrass. Yes, checking your work for grammar and spelling errors will take a little extra time, but consider it an investment in your career. As you learn to recognize and correct your errors, you should eventually stop making them in the first place, and you'll get back up to speed again.

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