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Often, business writing is a good way to do it. You can marshal your thinking points and articulate them more effectively without the person present, and give them breathing space to consider your request as well. Clients typically don't enjoy these conversations any more than you do, and may blurt out a negative response that's ha...

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Business Writing for Dummies by Natalie Canavor

Here are some of the business-world occasions when you should think "Aha! This calls for a letter!" Introducing yourself: If you're the new veterinarian in town writing to the patient list, or need to explain why a VIP should give you 10 minutes of her time, or why people should vote for you, you're courting the reader and must make the best possible first impression in order to secure ...

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The ability to write well is a key part of your professional success. From reports and presentations to emails and Facebook posts, whether you're a marketer, customer service rep, or manager, being able to write clearly and for the right audience is critical to moving your business forward. The techniques covered in this new edition of Business Writing For Dummies will arm you with the skills you need to write better business communications that inform, persuade, and win business.