

4.7: Additional Resources

Visit AllYouCanRead.com for a list of the top ten business magazines. <http://www.allyoucanread.com/top-10-business-magazines>

The Wall Street Executive Library presents a comprehensive menu of business Web sites, publications, and other resources. <http://www.executivelibrary.com>

The Web site 4hb.com (For Home Business) provides many sample business documents, as well as other resources for the small business owner. www.4hb.com/index.html

The Business Owner's Toolkit provides sample documents in more than a dozen categories from finance to marketing to worker safety. www.toolkit.com/tools/index.aspx

Words mean different things to different people—especially when translated from one language to another. Visit this site for a list of car names “*que no va*” (that won't go) in foreign languages. <http://www.autoblog.com/2008/04/30/nissan-360-the-otti-and-the-moco>

Visit “Questions and Quandaries,” the *Writer's Digest* blog by Brian Klems, for a potpourri of information about writing. www.writersdigest.com/editor-blogs/questions-and-quandaries

Appearance counts. Read an article by communications expert Fran Lebo on enhancing the nonverbal aspects of your document. <http://ezinearticles.com/?The-Second-Law-of-Business-Writing—Appearance-Counts&id=3039288>

Visit this site to access the Sullivan article on bypassing in managerial communication. http://econpapers.repec.org/article/eeebushor/v_3a34_3ay_3a1991_3ai_3a1_3ap_3a71-80.htm

References

Sullivan, J., Kameda, N., & Nobu, T. (1991). Bypassing in managerial communication. *Business Horizons*, 34(1), 71–80.

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