

SECTION OVERVIEW

2.4: Writing in Business

2.4.1: Clarity

2.4.2: Parallel Construction

2.4.3: Emphasis

2.4.4: Introduction to the Three-Part Writing Process

2.4.5: Planning Business Messages

2.4.6: Writing Business Messages

2.4.7: Revising Business Messages

2.4.8: Introduction to Word Processing Software

2.4.9: Formatting Business Writing

2.4.10: Microsoft Word

2.4.11: Why It Matters- Writing in Business

2.4.12: Google Docs

2.4.13: Putting It Together- Writing in Business

2.4.14: Assignment- Writing In Business- The Sushi Memo

2.4.15: Assignment- Writing In Business- Analyzing a Memo

2.4.16: Introduction to Writing the Right Message

2.4.17: Audience

2.4.18: The Right Message

2.4.19: Introduction to Word Choice and Tone

2.4.20: Writing for the Reader

2.4.21: Language as an Obstacle

2.4.22: Bias-Free Writing

2.4.23: Concise Writing

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