

3.1.7: Additional Resources

Visit NetLingo for some common texting abbreviations. <http://www.netlingo.com/acronyms.php>

The Online Writing Lab (OWL) at Purdue University includes an area on e-mail etiquette. <http://owl.english.purdue.edu/owl/resource/636/01>

Shea's Netiquette online is another useful source. <http://www.albion.com/netiquette/book/index.html>

The *New York Times* blog "Gadgetwise: Getting Smart About Personal Technology" discusses an ever-changing variety of questions related to netiquette. <http://gadgetwise.blogs.nytimes.com>

The OWL at Purdue also includes pages on memo writing and a sample memo. <http://owl.english.purdue.edu/owl/resource/590/01>; <http://owl.english.purdue.edu/owl/resource/590/04>

For 642 sample letters, from cover letters to complaints, go to this site. www.4hb.com/letters

Visit this Negotiations.com page for information on writing a request for proposal, quotation, and information. <http://www.negotiations.com/articles/procurement-terms>

Visit this site for additional proposal writing tips. www.4hb.com/0350tipwritebizproposal.html

TechSoup offers a sample Request for Proposal. <http://www.techsoup.org/support/articles-and-how-tos/rfp-library>

Your online profile counts as much as your résumé. <http://www.npr.org/templates/story/story.php?storyId=105483848&sc=nl&cc=es-20090628>

Read a *Forbes* article on "Ten Ways to Torpedo Your Sales Pitch." http://www.forbes.com/2007/08/01/microsoft-ebay-symantec-ent-sales-cx_mf_0801byb07_torpedo.html

Direct mail and other sales copy written by Susanna Hutcheson. <http://www.powerwriting.com/port.html>

Visit this site for tips on how to write a public service announcement (PSA). www.essortment.com/tips-write-public-service-announcement-34787.html

The National Institute of Justice provides guidelines on writing a PSA. www.nij.gov/topics/courts/restorative-justice/marketing-media/pages/psa.aspx

The AdCouncil provides a range of examples. <http://www.adcouncil.org/Our-Campaigns>

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