



Getting Down to Business: Successful Writing at Work

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The endless rules and exceptions of the English language can daunt even a native-speaker. *Getting Down to Business*, a how-to book on effective business writing, makes it simple to write effectively and grammatically. This book can help students about to enter the workforce, established professionals, government employees, educational departments, corporations of all types and sizes, colleges and universities, new businesses, and more. Included are all of the letter-writing business basics needed to get started down a successful career path, and a complete explanation of grammar rules in simple terms. There are also real-world examples of winning letters. Hot tips in each section serve as reminders about what requires the most focus.

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