



Better Business Writing

How to impress others with your
communication skills

What is “business writing?”

Business Writing

- No “jargon” (words only used in certain settings), acronyms, or unnecessarily “fancy” words
- No slang
- Keep your paragraphs to 5-6 sentences or less
- Place a single blank line between paragraphs
- No indentation for paragraphs

Keep it Simple & Short

- Start with a professional greeting:
 - Dear John,
 - Hello John,
 - Good Morning/Afternoon,
- End with a professional sign-off:
 - Sincerely,
Matt
 - Best Regards,
Matt
- Use a professional tone

Be Professional

Let's Practice!

What would you change about this paragraph?

- Tom and I have come to the conclusion that we need to move the presentation up a week. We are operating under a working theory that the sooner they hear our pitch, the more likely they are to allocate funding to our project, which is obviously what we want.

Let's Practice!

What would you change about this paragraph?

- What's up, John! Just wanted to tell you that the copier is out of toner again!!! Can you fix? Thx.