

# Professional writing sample assignment



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Number] Improve Your Writing Skills. Good business writing helps greatly in achieving the required business goals. It is an effective way of transferring the formal as well as the casual ideas. It does not matter which field you belong to, business writing is always a part of every working field. And it is necessary to have complete command over the targeted business writing for the sake of corporate success (Hill, Small business).

What Good Business Writing is?

First and foremost quality of excellent business writing is its briefness. Precise business writing is less time consuming and more effective as compared to those pages long papers. It should be brief but at the same time it should have the ability to capture the reader's attention. The relevant information must be there. Keeping the audience in mind, the writer should choose the perfect and the desired language. Avoid using slang, use corporate language instead but in plain format.

Another important key in business writing is the organization of the text. A good letter always shows a clear cut outline of the information present in the paper. It will greatly help to grab the attention of the reader. Give the required and the relevant information first than continue with the less important information. Good business writing usually has three aspects; an introduction, the discussion and the conclusion. Each paragraph should be properly organized and end with the hint of the next paragraph. Always proofread your paper before sending. It will greatly help in decreasing the chances of error (Robert Group).

What writing skills you most need to develop?

Business writings by students usually lack clarity. Achieving clarity in writing is one of the most difficult tasks. They have to choose proper and

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appropriate words that best suit the situation. Another important factor that has to be introduced in business writings by the students is the confidence. Showing confidence in corporate letters and writing is an essential thing. There should be proper lines in the writing showing the writers confidence and courtesy towards the reader.

Most of the business writings by students end abruptly. The reader is left astray to think about various aspects of that topic and in doing so there is a chance that the reader makes his or her own opinion, which may be right or wrong. This is the worst mistake they make. It should end with proper ending notes and business manners. It is against the professional courtesy to end the letter with no notes. Before ending your writing, be sure that you have provided the complete information you were supposed to provide. Do not leave anything incomplete or ambiguous.

What is your plan for developing those needed skills?

Practice is always the key to success. Keeping the rules in mind we should practice writing again and again. One more thing that can greatly help is reading actual and approved business writings. Reading business writing tutorial on internet is a great facility for the students. They can check the new writing trends any time and can apply those tips in their writings (Wax, 12 Tips For Better Business Writing).

Works Cited

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