



How to Write It: Complete Guide to Everything You'll Ever Write

By Sandra E. Lamb

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Even the simplest notes can trigger procrastination, deliberation, and frustration in all of us. Thankfully, writing expert Sandra Lamb is here to provide tips for writing virtually all communications: emails, resumes, thank-you notes, collection letters, grant proposals, letters of complaint, press releases, and much more.

- An improved and expanded edition of the essential reference on restoring personality, civility, and grace back to business and personal communications.
- Geared toward today's edgier and more competitive business landscape.
- Includes twice as many models as the previous edition and new chapters on applying for jobs via email, writing business plans, creating book proposals, and drafting letters of apology and condolence.
- Previous edition sold 60,000 copies.

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How to Write It: Complete Guide to Everything You'll Ever Write By Sandra E. Lamb Bibliography

- Sales Rank: #343417 in Books
- Brand: Brand: Ten Speed Press
- Published on: 2006-07-01
- Released on: 2006-07-01
- Original language: English
- Number of items: 1
- Dimensions: 10.89" h x .89" w x 8.48" l, 2.25 pounds
- Binding: Paperback
- 432 pages

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Editorial Review

Amazon.com Review

Whether you seek protocol on accepting a formal invitation, turning down a job offer, challenging your credit record, writing a condolence letter, or penning a collection letter, *How to Write It* can help. With precision and humor, Sandra E. Lamb provides reliable guidance on all forms of written correspondence; for each type of communication, she considers such issues as content, wrong messages (how to eliminate them), format, effective writing, and editing. What in other hands might have been a dry reference manual takes on its own personality in the hands of this competent stylist. Lamb's advice for writing a memo, for instance, includes "Don't use an autocratic tone," "Don't assign blame," "Don't whine," "Don't pad," "Don't hedge," and "Don't use officious, stuffy, or formal words." Lamb is part etiquette adviser and part good-business guru. Perhaps her guide's most important message is that the general decline of written communication both socially and in business actually benefits those who still rely on it, as its impact is even greater than it once was. --*Jane Steinberg*

Review

Chock-full of model letters for virtually every occasion, it's a must-have addition for your reference shelf. --*Jan Collins, editor, Business & Economic Review*

I never thought the written word was started with a book. Don't miss the resume writing tools. -- *Jeff Taylor, CEO of Eons.com and founder of Monster.com*

This is an extraordinary book. A reference manual so comprehensive, yet so simple, it reads like a novel. --*Richard Nelson Bolles, author of What Color Is Your Parachute?*

From the Publisher

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Users Review

From reader reviews:

Steven Bourg:

Now a day individuals who Living in the era everywhere everything reachable by match the internet and the resources inside it can be true or not involve people to be aware of each details they get. How people have to be smart in acquiring any information nowadays? Of course the correct answer is reading a book. Studying a book can help men and women out of this uncertainty Information especially this How to Write It: Complete Guide to Everything You'll Ever Write book since this book offers you rich data and knowledge. Of course the information in this book hundred per cent guarantees there is no doubt in it as you know.

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