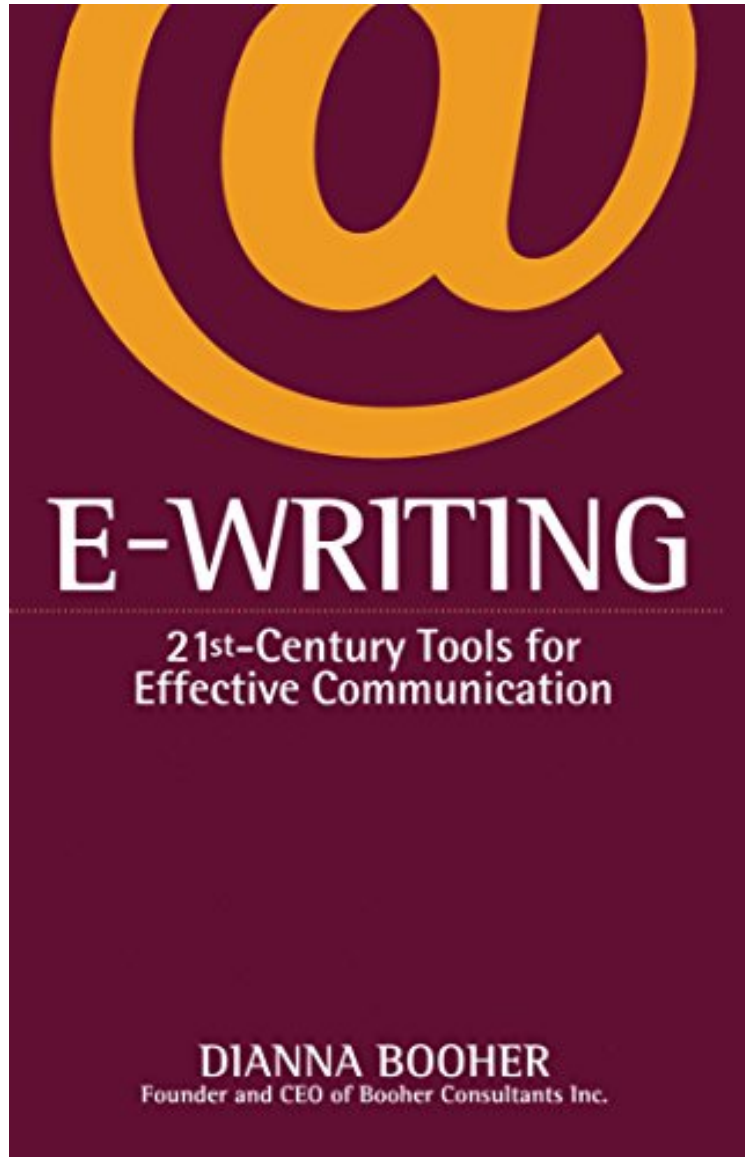


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E-Writing: 21st-Century Tools for Effective Communication

Dianna Booher

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Dianna Booher : E-Writing: 21st-Century Tools for Effective Communication before purchasing it in order to gauge whether or not it would be worth my time, and all praised E-Writing: 21st-Century Tools for Effective Communication:

2 of 2 people found the following review helpful. Easy reading and reference
By Jack Tan
Reading this book is a breeze. Dianna Booher had organised and written E-writing as an easy reference and guide. I do not find the first 13 chapters useful because these chapters provide fundamentals that all writers should be aware. I found the rest of the book of varying usefulness: -Chapter 14: Edit for Grammar provides a brief and useful guide on the common pitfalls.

Referring to the contents is easy due to the layout. Chapter 15: Edit for clarity, Chapter 16: Editing for Conciseness, Chapter 17: Edit for Style are comprehensive but limited use to writers who have already read on these topics. Chapter 18: Guidelines for document variations on the MADE (trademark) format and Chapter 19: Meeting Minutes have high practical use. The examples used will save the writer blushes and score high on impact. Chapter 20 to Chapter 24 provides the reader a glimpse of points to note when writing in various scenarios. Easy of reading: 5 star. Take me less than 2 weeks to finish. Usefulness: 3 star. Usefulness as listed above. Value for money: 3 star. I measured this by the number of useful chapters to me against the amount I paid for the book. Ease of reference: 4 star. Well organised layout that provide ease of reference. 8 of 8 people found the following review helpful. Improve Clarity, Conciseness and Style of your E-Writing. By Maxim Masiutin. The book reiterates e-mail etiquette (Netiquette) originally published by Sally Hambridge as RFC1855, but adds valuable advices that are frequently overlooked by the other authors who write about e-mail etiquette in their books and web sites. Such advices are:- If you don't have something to say, don't say it - not all e-mails deserve responses;- Use internationally recognizable dates, and measurements when appropriate. (Is 3/9 meant to be read as March 9 or September 3?);- Don't post "Action or Else" messages if action is irreversible;- Use "For Your Information Only" tags (to the messages that require no action) to help others manage their e-mail volume;- Don't forward messages without adding your own note to tell the recipient why;- Keep one topic in each e-mail. However, some of the author's suggestions seem to fit only dumb e-mail clients. Such suggestions are "highlight responses in colour to aid reading" or "cut and paste rather than big Reply on long, continuing e-mails". The e-mail clients like "The Bat!" that naturally support quoting have these problems already solved, the quotes there are automatically highlighted and you can type your reply paragraphs between the original text without being afraid of messing the lines. The author encourages composing clear, to-the-point messages. She proposes to highlight the readers' action, to not be cryptic, and to not remove the actors. By examples she helps to create informative subject lines that get quick responses and help readers prioritize. Seven pages of the book will tell you how to manage high-volume e-mail effectively. "Use last-in-first-out, group read later emails into a file and out of sight". I would recommend the book "Getting Things Done: The Art of Stress-Free Productivity" by David Allen who addresses the issue of stress-free e-mail management much better than Dianna Booher. In the chapters about writing on the paper or online, she proposes so-called "Descending Outline" and the MADE trade; format (Message-Action-Detail-Evidence). She also mentions the "idea wheel" outlining method to arrange your thoughts, which is a simplified technique of Tony Buzan's "mind maps". I would like to recommend you "The Mind Map Book" by Tony Buzan and the other books by this author to maximize your brain's untapped potential. A major chapter of this book is devoted to English grammar. You have probably learnt this at school, but a good repetition should still be helpful. The other big chapters are devoted to layout, clarity, conciseness and style, own chapter per each of the points. I will be working further on these grammar, clarity, conciseness and style chapters, and will be for sure re-reading them in future. 0 of 0 people found the following review helpful. Aids to Better Writing. By Irving. At first I thought this book was just another 'Elements of Style' type book. The deeper I got into the book, the more I realized that this book gets much more specific, and thus it was more helpful in giving me suggestions and ideas that I could 'sink my teeth into'. Tho it is aimed at 'e' mail correspondence in the Corporate environment the application also applies to those of us working independantly, and just wanting to improve our day-to-day 'e' mail correspondence efficiency, and quality.

Are you guilty of e-mail "trigger finger"? Do you constantly "cc" people you never even see? What are today's rules for conducting business over the Internet? Now, The Elements of Style meets "the Miss Manners of memos" in the ultimate writing guide for the digital age. In an era when written communication in the workplace is more crucial than ever, at a time when many professionals all but completely eschew face-to-face dealings, E-writing is poised to become the new bible of business writing. Accessible and inviting, this Web-savvy "how-to" book promises to transform anxious e-mail hacks and mediocre memo writers into eloquent electronic scribes in no time at all. Inside, you will learn how to: combat counterproductive e-mail habits write authoritatively and persuasively, with a clear message that generates quick action handle e-mail and letter correspondence efficiently and effectively select an appropriate style for the audience you're addressing heighten your professional image, self-confidence, and career prospects. Practicing what she preaches, award-winning communicator and bestselling author Dianna Booher writes in a refreshingly straightforward style and has organized E-writing to make on-the-spot referencing a snap. Keep it handy; refer to it often -- and your online mailbox will never be the same again.

Working Woman Dianna Booher incorporat[es] commonsense advice on office politics and tact. From the Back Cover Are you guilty of e-mail "trigger finger"? Do you constantly "cc" people you never even see? What are today's rules for conducting business over the Internet? Now, The Elements of Style meets "the Miss Manners of memos"* in the ultimate writing guide for the digital age. In an era when written communication in the workplace is more crucial than ever, at a time when many professionals all but completely eschew face-to-face dealings, E-WRITING is poised to become the new bible of business writing. Accessible and inviting, this Web-savvy "how-to" book promises to transform anxious e-mail hacks and mediocre memo writers into eloquent electronic scribes in no time at all. Inside,

you will learn how to: -- combat counterproductive e-mail habits-- write authoritatively and persuasively, with a clear message that generates quick action-- handle e-mail and letter correspondence efficiently and effectively-- select an appropriate style for the audience you're addressing-- heighten your professional image, self-confidence, and career prospects. Practicing what she preaches, award-winning communicator and bestselling author Dianna Booher writes in a refreshingly straightforward style and has organized E-WRITING to make on-the-spot referencing a snap. Keep it handy; refer to it often -- and your online mailbox will never be the same again. About the Author Dianna Booher is author of thirty-seven books, many of which deal with various aspects of communication. As the founder and CEO of her own training firm, Booher Consultants Inc., Dianna is a respected expert in her field. She works with twenty-five of the fifty largest corporations in America and 227 of the Fortune 500.