

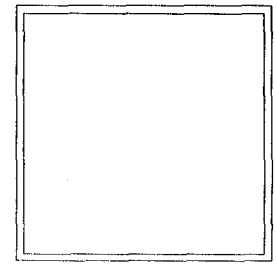
Fundamentals of Business Writing

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AMERICAN MANAGEMENT ASSOCIATION

I dedicate *Fundamentals of Business Writing* to
Paul Charles Mancuso
Harvard, A.B.
State University of New York at Buffalo, M.L.S
my brother and colleague



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 - Focus on the Human Element

Use the Active Voice Rather Than the Passive Voice
Review Basic Sentence Structure
Distinguish Between Subjects that Receive Action and
Those that Perform Action
Distinguish Verbs that Include Some Form of the Helping Verb *To Be*
Convert Passive-Voice Constructions to Active-Voice Constructions
Use Strong Verbs Rather Than Weak Ones
Identify Weak Verbs
Convert Weak Verbs Into Strong Ones
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Correct Grammar, Punctuation, Spelling,
and Typing Errors

Old Attitude

New Attitude

Correct Grammatical Mistakes

Use Grammar and Style Checkers

Correct Dangling Modifiers

Correct Misplaced Modifiers

Check Pronoun Agreement

Use Contractions Appropriately

Refer to a Grammar Handbook

Distinguish Between Words that People Often Confuse

Distinguish Between *Affect* and *Effect*

Distinguish Between *Imply* and *Infer*

Correct Punctuation Errors

Refer to a Style Manual

Use Commas Correctly

Correct Misspellings

Use a Dictionary

Take Advantage of Spelling Checkers

Check for Typographical Errors

Recap

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The Final Task

Old Attitude

New Attitude

Make Five Sweeps Through Your First Draft

Use the Editor's Checklist to Guide You
Diagnose What's Wrong with Sample Document I
Congratulations on Completing the Course
Recap

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