This text starts with a solid foundation in written communication with several opportunities to both review the fundamentals as well as to demonstrate mastery and move on to more challenging assignments. Our students are sometimes learning English as they enter a business program and benefit from the attention to the basics. At the same time this course often articulates as a course-equivalent for English or fulfills a writing requirement for a degree program. This range provides the instructor with both challenges and opportunities that Business English for Success can address.
Chapter 1: Writing Basics - What Makes a Good Sentence?

- Chapter 2: Punctuation

- Chapter 3: Which Word Is Right?

- Chapter 4: Help for English Language Learners

- Chapter 5: Writing Paragraphs - Separating Ideas and Shaping Content
Chapter 6: Refining Your Writing - How Do I Improve My Writing Technique?

Chapter 7: The Writing Process - How Do I Begin?

Chapter 8: Writing Essays - From Start to Finish

Chapter 9: Effective Business Writing
Chapter 10: Writing Preparation

Chapter 11: Writing

Chapter 12: Revising and Presenting Your Writing

Chapter 13: Business Writing in Action
Chapter 14: APA and MLA Documentation and Formatting

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