Recommended Resource List:
Business Writing

To request a title from the State Library:

- *State government employees* should follow the call number link to the KDLA Catalog and click on the "Make a Request" tab on the right. Complete the form with your name, library card number, and delivery choice. Then click on "Submit Form." Requests can also be made by calling the State Library's Circulation Desk at (502) 564-8300, ext. 337 or (800) 928-7000, ext. 337. Materials can be delivered by messenger mail in Frankfort or by UPS to field/district offices (return postage included).
- *Public Library staff* should use the OCLC Interlibrary Loan system for audiobook and book requests and the Public Library Visual Materials/Kit Request form for videos and DVDs.
- *Members of the general public* should contact their local public library for interlibrary loan service.

Audiobooks

Drout, Michael. **A Way with Words: Writing, Rhetoric and the Art of Persuasion**. Prince Frederick, MD: Recorded Books, 2006. Call number: SR CD 808.5 Drou

Books

Baude, Dawn Michelle. **The Executive Guide to E-mail Correspondence: Including Model Letters for Every Situation.** Franklin Lakes, NJ: Career Press, 2007. Call number: 651.79 Baud

Benjamin, Susan. **Quick & Painless Business Writing: an Essential Guide to Clear and Powerful Communication.** Franklin Lakes, NJ: Career Press, 2007. Call number: 651.74 Benj

Gewirtz, Adina Rishe. **How to Say It Business Writing That Works: the Simple, 10-step Target Outline System to Help You Reach Your Bottom Line.** New York: Prentice Hall Press, 2007. Call number: 808.06665 Gewi

Gladis, Steve. **Survival Writing for Business.** Amherst, MA: HRD Press, 2005. Call number: 808.06665 Glad

Kranz, Garry. **Communicating Effectively: Write, Speak, and Present with Authority.** New York: Collins, 2007. Call number: 658.45 Kran

Lindsell-Roberts, Sheryl. **135 Tips for Writing Successful Business Documents.** Boston: Houghton Mifflin, 2006. Call number: 808.06665 Lind

Mill, David. **Content Is King: Writing and Editing Online.** Boston, MA: Elsevier Butterwork-Heinemann, 2005. Call number: 808.066658872 Mill

Oliu, Walter E. **Writing That Works: Communicating Effectively on the Job.** 9th ed. Boston: Bedford/St. Martin's, 2007. Call number: 808.06665 Oliu

Sabin, William A. **The Gregg Reference Manual**. 10th ed. New York:McGraw-Hill/Irwin 2005. Call number: 808.042 Sabi

Walker, Janice R. **The Columbia Guide to Online Style.** 2nd ed. New YorK: Columbia University Press, 2006. Call number: 808.027 Walk

Videos

E-mail Errors. 26 min. Telephone Doctor, 2000. DVD. Call number: VC DV 004.692 Emai

Process for Writing (Workplace Essential Skills, program 13). 29 min. KET, 1999. Video. Call number: VC 650.14 Work

Writing Memos and Letters (Workplace Essential Skills, program 15). 29 min. KET, 1999. Video. Call number: VC 650.14 Work