

# Master Communication with the FranklinCovey Style Guide for Business & Technical Communication



## FranklinCovey Style Guide: For Business and Technical Communication by Stephen R. Covey

★★★★☆ 4.5 out of 5

Language	: English
File size	: 66316 KB
Text-to-Speech	: Enabled
Screen Reader	: Supported
Enhanced typesetting	: Enabled
Word Wise	: Enabled
Print length	: 437 pages

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In today's business world, effective communication is more important than ever before. Whether you're writing a proposal, a technical report, or an email, your words can have a profound impact on your audience.

The FranklinCovey Style Guide for Business and Technical Communication is an essential reference for anyone who needs to write clearly, concisely, and persuasively. This comprehensive guide covers everything from grammar and punctuation to usage and style.

### What's Inside the FranklinCovey Style Guide?

- **Grammar and Punctuation:** The guide provides clear and concise rules for grammar and punctuation, so you can be sure that your writing is error-free.

- **Usage and Style:** The guide offers guidance on usage and style, so you can write in a way that is appropriate for your audience and purpose.
- **Document Design:** The guide includes tips on document design, so you can create documents that are easy to read and understand.
- **Sample Documents:** The guide includes sample documents, so you can see how to apply the rules and guidance in practice.

### **Benefits of Using the FranklinCovey Style Guide**

- **Improved Clarity:** The guide helps you write more clearly and concisely, so your audience can easily understand your message.
- **Increased Credibility:** The guide helps you write in a way that is professional and credible, so your audience will take you seriously.
- **Enhanced Persuasiveness:** The guide helps you write in a way that is persuasive, so you can get your audience to take action.
- **Saved Time:** The guide can help you save time by providing you with the information you need to write quickly and efficiently.

### **Who Should Use the FranklinCovey Style Guide?**

The FranklinCovey Style Guide is a valuable resource for anyone who needs to write clearly and effectively. This includes:

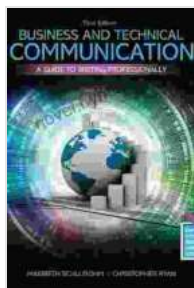
- Business professionals
- Technical writers
- Students

- Educators
- Anyone who wants to improve their writing skills

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The FranklinCovey Style Guide for Business and Technical Communication is available now. Free Download your copy today and start writing more clearly, concisely, and persuasively.

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