

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.

E-WRITING

21st-Century Tools for Effective Communication

In an era when written communication in the workplace is more crucial than ever, at a time when many professionals all but completely avoid 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 and report 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.

**"Dianna Booher incorporat[es] commonsense
advice on office politics and tact."**

—*Working Woman**