

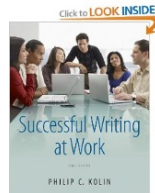
## SOME USEFUL WRITING REFERENCE BOOKS

A basic Business Communications course typically does not go too deeply into fundamental rules of grammar and punctuation. Just as well -- that stuff can be so tedious.

Fortunately there are a number of useful writing reference books, available in most online and on-ground bookstores. Here are some of my favorites. Feel free to share any book titles you've found useful.

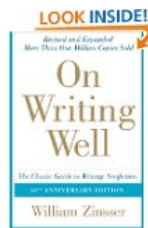
### ***Successful Writing at Work***

by Philip C. Kolin  
Publisher: Houghton Mifflin Company  
2012 / ~ \$125.00



### ***On Writing Well***

by William Zinsser  
Publisher: HarperPerennial  
2006 / ~ \$12.00



### ***The Elements of Style***

by William Strunk, Jr. and E.B. White  
Publisher: Macmillan Publishing Co.  
1999 / ~ \$9.00



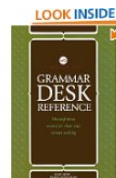
### ***Writing with Style: Conversations on the Art of Writing***

by John R. Trimble  
Publisher: Prentice-Hall, Inc.  
2010 / ~ \$35.00



### ***Writer's Digest Grammar Desk Reference***

by David Lutz & Diane Stevenson  
2011 / ~ \$12.00



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