



Quick Tips for Business Writing
How to Make Your Writing Correct and Consistent: A Style Guide
By Angela J. Maniak

Make your writing correct, consistent, and professional by following the guidelines included in this Quick Tips reference sheet.

Do you know how to:

- Present items in a list?
- Handle numbers and amounts?
- Manage abbreviations?
- Write headings?
- Use commas, colons, and semicolons correctly?
- Hyphenate?

Get answers to your most frequent questions on the mechanics of business writing—answers that are simple, clear, and easy to apply.

Use this two-page reference sheet as a style guide for your work team to eliminate errors, inconsistencies, and editing.

How to Make Your Writing Correct and Consistent includes rules and examples for the following topics.

Abbreviations

Apostrophes

Capital Letters

Colons and Semicolons

Commas

Dates

Headings

Hyphens

Lists

Monetary Values

Numbers

Percentages

Periods

Quotations

That or Which

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