

## Recommended Resource List: Business Writing

The State Library of the Kentucky Department for Libraries and Archives is dedicated to "Serving Kentucky's Need to Know."

### 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 "Place Hold" button in the Availability section. Check the information on the form and then click on "Submit" button. Materials can be delivered by messenger mail in Frankfort or by UPS to field/district offices (return postage included). Downloadable audiobooks and e-books may be checked out through the [Kentucky Libraries Unbound \(KLU\)](#) website.
- *Public library staff* should use their libraries' own interlibrary loan system for requests. Public library staff members must have accounts at participating KLU libraries (either at their work locations or at the libraries in their counties of residence) to download titles.
- *Members of the general public* should contact their local public library for interlibrary loan service for audiobook, book and DVD titles and to confirm that the local public library offers downloadable titles through [Kentucky Libraries Unbound](#).

## 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](#)

Drout, Michael. **A Way with Words: Understanding Grammar for Powerful Communication**. Prince Frederick, MD: Recorded Books, 2008. Call number: [SR 425 Drou](#)

## Books

Canavor, Natalie. **Business Writing for Dummies**. Chichester: John Wiley & Sons, 2013. [Download from Kentucky Libraries Unbound](#)

Devlin, Joseph. **How to Speak and Write Correctly**. Duke Classics, 2012. [Download from Kentucky Libraries Unbound](#)

Hollander, Robert. **The Elements of Grammar in 90 Minutes**. Mineola, NY: Dover Publications, 2011. [Download from Kentucky Libraries Unbound](#)

Wilson, Kevin. **The AMA Handbook of Business Writing: the Ultimate Guide to Style, Grammar, Punctuation, Usage, Construction and Formatting (ebook)**. New York: AMACOM, 2010. [Download from Kentucky Libraries Unbound](#)

## DVDs

**Analysis and Critique: How to Engage and Write about Anything.** ca. 720 min. Teaching Co., [2011], c2010. DVD. Call number: VC DV 808.042 Anal

**Building Great Sentences: Exploring the Writer's Craft.** ca. 720 min. Teaching Co., 2008. DVD. Call number: VC DV 808.042 Buil

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

## Website

**<http://managementhelp.org/businesswriting/index.htm>**

**Business Writer's Free Library** provides articles and links to information on general resources for business writing; basic composition skills (grammar, spelling, style, transitioning, etc.); basic writing skills (preparation, formatting, drafting and proofreading) different types of correspondence; technical writing; and reference materials (dictionaries, thesaurus, encyclopedias, etc.).