

Business Communication Resources

The following are selected resources in Gleeson Library/Geschke Center that are helpful with business communications and definitions. To find other resources like these, either browse the Reference area at call numbers Ref HF 5718-Ref HF 5726, the regular stacks at call numbers HF 5718-HF 5726, or ask a librarian!

In the Reference area:

The AMA style guide for business writing. (1996). New York: Amacom.

Call number: Ref. HF 5726 A49 1996

Brusaw, Charles T., Alred, Gerald J. and Oliu, Walter E. (1993). The Business writer's handbook. 4th ed. New York: St. Martin's Press.

Call number: Ref. HF 5726 B874 1993

The Economist style guide: a concise guide for all your business communications. (1996). New York: John Wiley and Sons, Inc.

Call number: Ref. HF 5718.3 E25 1996

Enelow, Wendy S. (1998). 1500+ keywords for \$100,000+ jobs. Manassas Park, VA: Impact Publications.

Call number: Ref. HF 5383 E478 1998

Frank, William S. (1993). 200 letters for job hunters. Rev. ed. Berkeley, Calif.: Ten Speed Press.

Call number: Ref. HF 5382.7 F72 1993

Lamb, Sandra E. (1998). How to write it: a complete guide to everything you'll ever write. Berkeley, CA: Ten Speed Press.

Call number: Ref. HF 5720 L36 1998

Munger, Susan H. (1993). The international business communications desk reference. New York: Amacom.

Call number: Ref. HF 5718 M83 1993

Nisberg, Jay N. (1988). The Random House handbook of business terms. New York: Random House.

Call number: Ref. HF 1001 N55 1988

Seglin, Jeffrey L. and Coleman, Edward. (2002). The AMA handbook of business letters. 3rd ed. New York: Amacom.

Call number: Ref. HF 5726 S42 2002

In the stacks (can be checked out):

Benjamin, Susan. (1997). Words at work: business writing in half the time with twice the power. Reading, Mass.: Addison-Wesley.

Call number: HF 5718.3 B46 1997

Davidson, Wilma. (1994). Business writing: what works, what won't. New York: St. Martin's Press.

Call number: HF 5718.3 D376 1994

Holtz, Herman. (1987). The business writing problem solver: Instant solutions for every business. Homewood, IL: Dow Jones-Irwin.

Call number: HF 5718.3 H65 1987

Lauchman, Richard. (1993). Plain style: techniques for simple, concise, emphatic business writing. New York: Amacom.

Call number: HF 5718.3 L38 1993

Paxson, William C. (1981). The business writing handbook: The essential guide to written communication for people in business, government, and the professions. New York: Bantam.

Call number: HF 5726 P38

Business Dictionaries and Encyclopedias:

Collin, P.H. (2001). Dictionary of business. London: Peter Collin.

Call number: Ref HF 1001 C62 2001

Encyclopedia of business. (1995). Ed. John G. Maurer. Detroit, MI: Gale Publishing.

Call number: Ref HF 1001 E466 1995 vol. 1 and vol. 2

Folsom, W. Davis. (1997). Understanding American business jargon: A dictionary. Westport, CT: Greenwood Press.

Call number: Ref HF 1001 F65 1997