

Business Writing Professionals use various examples of business writing to communicate with their coworkers, employees and clients. Definition of business writing Business writing refers to written communications conducted with colleagues, supervisors, clients and other business stakeholders. For example, a user manual may give employees a step-by-step process for completing a task. Informational: Informational business writing serves the purpose of informing readers or recording business-related information. Persuasive: Persuasive business writing convinces or influences its readers, typically to make them feel positive about something. When you understand the different types of business writing, you can use that knowledge to communicate more effectively and engage your readers. The content or ??? purpose of these communications can vary based on the category of business writing