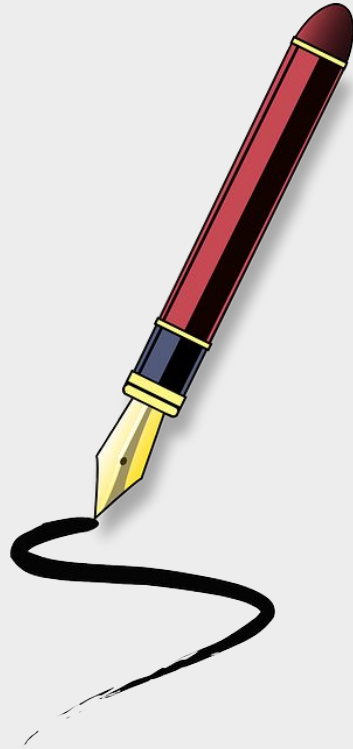


# BUSINESS WRITING FOR MANAGERS



# What You Will Learn

- Many things are similar to what you've seen in the course
- Good grammar, clear, and direct communication
- You must add elements to your writing like giving people confidence, guidance, supportiveness, and clear instructions



# Even If You Are Junior Now

- Soon, there will be people who are more junior than you, and eventually you will manage

