



How to Write Reports and Proposals (Creating Success)

By Patrick Forsyth

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The importance of clear and concise communication is paramount in business relations. The fourth edition of *How to Write Reports and Proposals* continues to provide pointers for anyone who needs to impress, convince, or persuade colleagues or clients. It explains how to improve writing skills, think constructively before writing, and use clear and distinctive language. It also includes new guidance on deciding what to include and emphasize in a report and how to write succinctly in an impactful manner across a variety of mediums.

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Editorial Review

About the Author

Patrick Forsyth runs Touchstone Training & Consultancy and specializes in marketing, sales and communications skills. Writing is a significant part of his own work portfolio. He is the author of more than fifty successful business books, including *Motivating Your Staff* and *Successful Time Management*. He writes regularly for a number of business journals, and for Writing Magazine, and devises and writes training materials.

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