

References & Recommended Reading List

Abell, A. (2003). *Business Grammar, Style and Usage*. Aspatore, Inc.

Blake, G. & Bly, R.W. (1992). *The Elements of Business Writing: A Guide to Writing Clear, Concise Letters, Memos, Reports, Proposals and Other Business Documents*. Longman.

Forsyth, P. (2006). *How to Write Reports and Proposals (Creating Success)*. Kogan Page.

Sant, Tom (2003). *Persuasive Business Proposals: Writing to Win More Customers, Clients and Contracts*. AMACOM.