



# The AMA Style Guide for Business Writing

*The Editors at the American Management Association*

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# The AMA Style Guide for Business Writing

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A style guide for business writers. This resource should help business people communicate better, and it encompasses all aspects of style from the basic such as punctuation, to the complex such as format procedures manuals. Arranged alphabetically and cross-referenced, the guide is specifically designed to help the reader make informed judgements about the best modes of expression. It provides guidelines on the full range of business communications: formats, preferred usages, and other issues that regularly arise in the creation of memos, reports, newsletters and speeches.

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