



**Spotlight Topic of the Month: Business Writing**

**December 2017**

## Business Writing

Since writing is one of the most common and important means of communication in the business world, it goes without saying that business writing skills are more than important to the success of a business.

Research shows that almost 30% of our work is accomplished through written communication. This drives home the point that the skills of tactful business writing are essential for achieving business goals. There are many reasons why writing skills are important. The following are some reasons to improve your business writing skills:



*Foster Effective Communication*

*Help Establish Relationships*

*Show your Expertise*

*Boost Confidence*

*Boost Credibility*

To learn more about business writing, exempt and IT professionals can visit **Learning on Demand** by clicking on the link below.

Log on to: **[Learning on Demand](#)** and get started!

If you have not logged in before, please use these simple steps:

- Enter username: Your State of Ohio User ID
- Enter the password: welcome (not case sensitive)
- After your first login, you will be asked to change your password and to create a security question and answer.
- Your password must be at least eight (8) characters long, include at least four (4) letters and four (4) numbers.

Please review and adhere to your agency's training and development policies, procedures and guidelines regarding the use of LOD resources and tools.

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Next month's theme: Planning Your Development



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