



CONSULTING GROUPSM
the people side of business strategy

TiDbits on writing[®] part 12

LETTER FROM TD

Well, dear reader, all good things must come to an end — including clichés like that! *Part 12: At Your Fingertips* is the culmination of your year-long (free!) subscription to *TiDbits on Writing*[®].

We've covered 12 key topics over the last year to help make anyone a better writer. All issues are now available on our Web site at www.tdgroupusa.com.

Be sure to try your luck at winning *Editor's Secrets: 10 Keys to Stronger Writing in 30 Minutes*. We like to think it's the greatest thing since sliced bread! (Hmm, guess the clichés just keep on coming.) If you can't wait for the contest, get *Secrets* for just \$12.95 from our Web site. Either way, good luck!

— Laura Winterroth
Managing Director



TiDbits

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At Your Fingertips

Ever wish you had all the writing resources you needed in one place? Well, look no further. In this final issue of *TiDbits on Writing*[®], we decided to give you our take on the indispensable tools every business writer needs — those books and Web sites you can go to for solid answers to your most perplexing writing problems.

In Print

Add these great books to your library!

- **The AP Stylebook** by the Associated Press.
- **The Artful Edit: On the Practice of Editing Yourself** by Susan Bell.
- **Chicago Manual of Style** by the University of Chicago Press.
- **A Dash of Style: The Art and Mastery of Punctuation** by Noah Lukeman.
- **Merriam-Webster's Collegiate Dictionary, 11th Edition.**
- **Merriam-Webster's Dictionary of English Usage.**
- **The Synonym Finder** by J.I. Rodale.
- **Grammatically CORRECT: The WRITER'S ESSENTIAL GUIDE to punctuation, spelling, style, usage and grammar** by Anne Stilman.
- **The Elements of Style** by Strunk and White.
- **Editor's Secrets: 10 Keys to Stronger Writing in 30 Minutes** by Winterroth and Buckley.

On-Line

Clip this list of Web resources and tape it to your computer. Better yet, bookmark these sites and make your life easy!

- <http://www.m-w.com/> — Webster's Dictionary word-lookup page, with audio pronunciation.
- <http://owl.english.purdue.edu/handouts/grammar/> — Excellent, practical source for writing fundamentals from Purdue University.
- <http://www.wisc.edu/writetest/Handbook/> — Comprehensive writer's handbook from the University of Wisconsin-Madison.
- <http://englishplus.com/grammar/> — The *Grammar Slammers* site. Reliable, well-organized, user-friendly source for all things grammar.

We're already planning new ways to help our *TiDbits* subscribers continue improving their skills; we'll be in touch during the months ahead. Meanwhile, remember that our *Dynamic Writing 1* and *2* programs are real crowd pleasers in our client organizations. Ask us in and become a "writing hero" among your colleagues. □

ATTENTION TiDbits Subscribers!

Enter and **WIN** today!

an autographed copy of
Editor's Secrets!

Click [here](#) and you just may become a lucky winner!

