

Four Types of Content + Examples

Instructional Writing

- ✓ How-to blog posts
- ✓ Step-by-step guides
- ✓ Training material
- ✓ Installation guides
- ✓ User handbooks & manuals

Informational Writing

- ✓ White papers
- ✓ Meeting agendas
- ✓ Newsletters
- ✓ Product release & update articles
- ✓ Research reports

Transactional Writing

- ✓ Emails
- ✓ Dismissal notices
- ✓ Forms & invoices
- ✓ Letters of recommendation
- ✓ Internal memos

Persuasive Writing

- ✓ Marketing newsletters
- ✓ Sales announcements
- ✓ Sponsored social media posts
- ✓ Ad copy
- ✓ Product pitches

Guide Business Writing Skills

Scott C. Dulebohn



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