



Business Writing & Performance Reviews

Simplifying the Process : Resource List

Website

Basics of Conducting Employee Performance Appraisals

http://managementhelp.org/emp_perf/perf_rvw/basics.htm

10 Secrets to an Effective Performance Review:

<http://www.businessmanagementdaily.com/glp/25459/performance-review-examples.html>

How you write an annual performance appraisal could work for or against you

http://www.cbri.com/news_annual_performance_appraisal.php

Business Writing

<http://www.suite101.com/course.cfm/17951/seminar>

Business Writer's Free Library

http://www.managementhelp.org/commskls/cmm_writ.htm

How to Write Effective Performance Appraisals

http://www.ehow.com/print/how_4867529_write-effective-performance-appraisals.html

Tips for conducting effective performance reviews

<http://www.helium.com/items/362325-tips-for-conducting-effective-performance-reviews>

Books

- 1. Essentials of English**
- 2. Quick Tips for Better Business Writing**
- 3. Hodges Harbrace College Handbook**