Whether you have 5 minutes or 5 hours, there are online courses and books available to you that meet your needs on a wide range of topics in SkillSoft and Books24/7. These can be found on “myCUinfo” under the Student tab, towards the bottom of the page.

Writing Skills & Techniques

**Professional Writing Skills: A Write It Well Guide** by Natasha Terk
This handy guide offers busy professionals the tools they need to get their message across clearly, concisely, and professionally.

**Can I Change Your Mind?: The Craft And Art Of Persuasive Writing** by Lindsay Camp
This engaging and entertaining book will change the way you think about the words you use forever.

**Write Up the Corporate Ladder: Successful Writers Reveal the Techniques That Help You Write with Ease and Get Ahead** by Kevin Ryan
This book spells out the difference between good, bad, and mediocre writing, provides step-by-step instructions for bringing out your own best ideas, and features personal interviews with Fortune 500 executives and best-selling business authors.

Practical Application & Business

**Computer-Mediated Communication for Linguistics and Literacy: Technology and Natural Language Education** by Adams B. Bodomo
This authoritative reference examines the practical implications and applications of how computers can be used to process natural languages for the design of communication systems and devices.

**Virtual Collaborative Writing in the Workplace: Computer-Mediated Communication Technologies and Processes** by Beth L. Hewett and Charlotte Robidoux
This book focuses on the type of writing that typically occurs in virtual workplace settings.

**The Language of Success: Business Writing That Informs, Persuades, and Gets Results** by Tom Sant
Gives readers practical techniques to help them cut through the fluff, guff, geek, and hyperbole, write exceptional business documents, and get their message heard.
### Courses

**Writing under Pressure: Preparing for Success**
- ID: pd_28_a01_bs_enus: Certain professions are inextricably tied to writing under pressure, such as the newspaper journalist or the magazine columnist. ...
- Best Topic Hits:
  - Reducing Stress When Writing under Pressure
  - Preparing the Writing Environment
  - Reducing Distractions When Writing under Pressure
  - Three Considerations When Writing under Pressure

**Business Writing: How to Write Clearly and Concisely**
- ID: comn_19_a02_bs_enus: People who have no problem communicating clearly when they speak sometimes struggle to make themselves understood when they write. ...
- Best Topic Hits:
  - Techniques for Writing Clearly
  - Techniques for Writing Concisely

**Writing for Technical Professionals: Effective Writing Techniques**
- ID: lb_webtp_a02_k_r_enus: Once you have planned the structure of a writing project, you need to plan your writing approach based on your target audience. ...
- Best Topic Hits:
  - Effective Technical Writing
  - Writing Instructions
  - Writing to Teach
  - Writing to Persuade
  - Writing Reference Materials
  - Technical Writing: Types, Layout, and Design
  - Avoiding Common Writing Pitfalls
  - Adapting to Your Technical Writing Style

**Business Writing: Know Your Readers and Your Purpose**
- ID: comn_19_a01_bs_enus: To write effective and appropriate business messages, you need to know your readers. Are you addressing multiple readers or a single reader? ...
- Best Topic Hits:
  - Effective Writing for Different Message Types
  - Using an Appropriate Tone in Business Writing

**Business Grammar: The Mechanics of Writing**
- ID: comn_20_a03_bs_enus: As you sit down to write your business messages, do you ever find yourself wondering whether a word should be capitalized or abbreviated? ...

Some examples of the useful Skillsoft Interactive Courses are located by simply searching for “Writing” in the Skillsoft search box. There are many relevant SkillSoft courses available for simple writing techniques as well as more practical applications in the real world.

Login at: [http://oit.colorado.edu/skillsoft](http://oit.colorado.edu/skillsoft)