

A Selection of Resources @ VPL

Not all information needed for business is available on the Internet, and not all of what is available is free. Many of the best information sources are still in print or are subscription based.

VPL has an excellent collection of print and electronic resources for business and industry ranging from “How to” guides and standard trade directories through to statistical data for market research, authoritative legal guides, and government documentation.

All branches of VPL include business information in their library and an increasing range of resources are also accessible through VPL’s Web site:

<http://www.vaughanpl.info/business-access/business.php>

However, the prime location for business and industry information is the Pierre Berton Resource Library. Reference staff there are pleased to receive inquiries from the business community by phone, fax, e-mail, or in person.

For more information, please contact the Business Services Librarian at:

Pierre Berton Resource Library
4921 Rutherford Road
Vaughan, Ontario
L4L 1A6

Telephone: (905) 653-READ ext. 4303
Fax:: (905) 856-5902
E-Mail: <http://www.vaughanpl.info/services/ask.php>

Business Communication: Building Critical Skills

**658.45 Loc
AN**

Business English: A Complete Guide to Developing an Effective Business Writing Style

**651.74 Gef 2004
PBRL**

Business English for the 21st Century

**808.066651 Ellis 2003
BCRL**

Business Plans Handbook: A Compilation of Actual Business Plans Developed by
Business Throughout North America

**658.4012 Bus
BCRL, MA, PBRL**

Business Plans That Work: A Guide for Small Business

**658.4012 Tim
MA**

Business Plans to Game Plans: A Practical System for Turning Strategies into Action

**658.4012 Kin 2004
PBRL**

Business Style Handbook: An A-to-Z Guide for Writing on the Job with Tips from
Communication Experts at the Fortune 500

**808.06665 Cunni
PBRL**

Business Writer's Handbook

**651.75 Alr 2003
BCRL**

Business Writing Basics

**651.75 Wat 2002
BCRL, DC, AN, KL, MA, WO**

Business Writing Makeover: Short Cut Solutions to Improve Your Letters, E-mails, and
Faxes

**808.06665 Roddi
BCRL**

Business Writing: What Works, What Won't

808.06665 Dav 2001

BCRL, DC, MA, PBRL

Everything Writing Well Book: Master the Written and Communicate Clearly

808.042 Hahn

MA

E-writing: 21st Century Tools for Effective Communication

651.79 Boo

BCRL, DC, AN, MA, WO, PBRL

Make it Happen Before Lunch

650.13 Sch

BCRL, KL, PBRL

Making Business Writing Happen: A Simple and Effective Guide to Writing Well

658.453 Bro 2003

AN, MA, WO

One-Page Proposal: How to Get Your Business Pitch onto One Persuasive Page

651.78 Ril

AN, PBRL

Persuasive Business Proposals: Writing to Win More Customers, Clients and Contracts

658.15224 San 2004

PBRL

Seven Steps to a Successful Business Plan

658.4012 Cok

BCRL

Write to the Point: How to Communicate in Business with Style and Purpose

808.06665 lacon

DC, PBRL

Writing a Convincing Business Plan

658.4012 DeT 2001

WO, PBRL

Writing & Speaking at Work: A Practical Guide for Business communication

658.45 Bai 2002

BCRL, PBRL

Writing with Precision: How to Write so that You cannot Possibly be Misunderstood

808.06665 Bates

PBRL

Your First Business Plan: A Simple Question and Answer Format Designed to Help You
Write a Plan

658.4012 Cov 2002

PBRL