



SMARTER THAN THE AVERAGE GUIDE

# HBR Guide to

## Better Business Writing

**Engage readers**  
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By Bryan A. Garner



Harvard  
Business  
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# Online Hbr Guide Better Business Writing

**Bryan A. Garner**



## **Online Hbr Guide Better Business Writing:**

**HBR Guide to Better Business Writing** Bryan Garner, 2013-01-15 DON'T LET YOUR WRITING HOLD YOU BACK

When you're fumbling for words and pressed for time you might be tempted to dismiss good business writing as a nicety. But it's a skill you must cultivate to succeed. You'll lose time, money, and influence if your e-mails, proposals, and other important documents fail to win people over. The HBR Guide to Better Business Writing by writing expert Bryan A. Garner gives you the tools you need to express your ideas clearly and persuasively so clients, colleagues, stakeholders, and partners will get behind them. This book will help you push past writer's block, grab and keep readers' attention, earn credibility with tough audiences, trim the fat from your writing, strike the right tone, brush up on grammar, punctuation, and usage.

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**Harvard Business Review Manager's Handbook** Harvard Business Review, 2016-12-13

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bd 007 australian building codes board australian glass and window association windows

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