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HBR Guide to

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By Bryan A. Garner



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Natalie Canavor



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are talking a one time single use project within a business there should be a process Whether that process is managed and implemented by humans AI or a combination of the two it needs to be designed by someone with a complex enough perspective to ask the right questions Someone capable of asking the right questions and step back and say What are we really trying to accomplish here And is there a different way to look at it For more than twenty years The Art of Service s Self Assessments empower people who can do just that whether their title is marketer entrepreneur manager salesperson consultant business process manager executive assistant IT Manager CxO etc they are the people who rule the future They are people who watch the process as it happens and ask the right questions to make the process work better This book is for managers advisors consultants specialists professionals and anyone interested in Business Writing assessment All the tools you need to an in depth Business Writing Self Assessment Featuring 619 new and updated case based questions organized into seven core areas of process design this Self Assessment will help you identify areas in which Business Writing improvements can be made In using the questions you will be better able to diagnose Business Writing projects initiatives organizations businesses and processes using accepted diagnostic standards and practices implement evidence based best practice strategies aligned with overall goals integrate recent advances in Business Writing and process design strategies into practice according to best practice guidelines Using a Self Assessment tool known as the Business Writing Scorecard you will develop a clear picture of which Business Writing areas need attention Included with your purchase of the book is the Business Writing Self Assessment downloadable resource which contains all questions and Self Assessment areas of this book in a ready to use Excel dashboard including the self assessment graphic insights and project planning automation all with examples to get you started with the assessment right away Access instructions can be found in the book You are free to use the Self Assessment contents in your presentations and materials for customers without asking us we are here to help

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Murach,2023-09-21 This book takes a top down approach to writing that will teach you all the writing methods that you need for success on the job What s hard to believe is that most of these methods aren t taught in high school or in college or in other books on writing In chapters 1 and 2 for example you ll learn how to use headings and subheadings to guide your readers and plan what you re going to write That s a critical skill for any document of two pages or more but you won t find anything about headings in most writing books In chapter 3 you ll learn how to write paragraphs that deliver one fully developed idea at a time That too is a critical skill because the paragraph is the primary unit of composition But most writing books have precious little to say about paragraphing On the other hand most writing books tell you far more than you need to know about writing sentences In contrast chapter 4 of this book uses a unique top down approach to show you how to write sentences that are easy to read and understand That way you can start with the skills that matter the most and then refine those skills one level at a time Chapters 5 and 6 continue this top down approach to writing With those skills in your skillset you re ready for chapter 7 It shows you when and how to use writing tools like ChatGPT that are driven by Artificial Intelligence As you will see these are powerful new tools but you need all the other skills in this book to get the most from them Last chapters 8 9 and 10 show you how to use the Microsoft Word features for writers templates styles the outline feature and the spelling and grammar checker If you don t already use these features you ll be glad you discovered them And if you don t already use Microsoft Word these chapters will show you why you should

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