



SMARTER THAN THE AVERAGE GUIDE

HBR Guide to

Better Business Writing

Engage readers
Tighten and brighten
Make your case

By Bryan A. Garner



Hbr Guide To Better Business Writing Bryan A Garner

Tao Wei



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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. [The HBR Guides Collection \(8 Books\) \(HBR Guide Series\)](#) Harvard Business Review, Nancy Duarte, 2014-09-23 This collection will help you sharpen the key management skills you need to succeed today. We all want to give more persuasive presentations, write more effective emails, master the basics of finance, and manage both stress and time a bit better. These Harvard Business Review Guides, now offered as a complete digital collection, will help you get there. Packed with concise practical tips from leading experts, the HBR Guides series is designed to help you learn and apply strategies and tactics to work smarter and more effectively every day. This collection features digital editions of all eight books in the series: *HBR Guides on Persuasive Presentations*, *Better Business Writing*, *Getting the Right Work Done*, *Managing Stress at Work*, *Finance Basics for Managers*, *Project Management*, *Managing Up and Across*, and *Getting the Mentoring You Need*. As an important part of your management toolkit, these guidebooks will arm you with the advice you need to succeed on the job from the most trusted name in business. For busy managers looking for answers to common challenges, let these HBR Guides mentor you all the way to success. About the HBR Guide series: Arm yourself with the advice you need to succeed on the job from the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges. **[HBR Guides to Being an Effective Manager Collection \(5 Books\) \(HBR Guide Series\)](#)** Harvard Business Review, Bryan A. Garner, Nancy Duarte, 2017-11-14 Master the most critical professional skills with this five-volume set that covers topics from personal effectiveness to leading others. This specially priced collection includes books from the HBR Guide series on the topics of *Getting the Right Work Done*, *Better Business Writing*, *Persuasive Presentations*, *Making Every Meeting Matter*, and *Project Management*. You'll learn how to prioritize and stay focused, overcome procrastination, conquer email overload, push past writer's block, create powerful visuals, establish credibility with tough audiences, moderate lively conversations and regain control of wayward meetings, build a strong project team, create a realistic schedule and stay on track, manage stakeholders' expectations. Arm yourself with the advice you need to succeed on the job with the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges. [HBR Guides Boxed Set \(7 Books\) \(HBR Guide Series\)](#) Harvard

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HBR Guide to Leading Teams (HBR Guide Series) Mary Shapiro, 2015-06-16 Great teams don't just happen How often have you sat in team meetings complaining to yourself Why does it take forever for this group to make a simple decision What are we even trying to achieve As a team leader you have the power to improve things It's up to you to get people to work well together and produce results Written by team expert Mary Shapiro the HBR Guide to Leading Teams will help you avoid the pitfalls you've experienced in the past by focusing on the often neglected people side of teams With practical exercises guidelines for structured team conversations and step by step advice this guide will help you Pick the right team members Set clear smart goals Foster camaraderie and cooperation Hold people accountable Address and correct bad behavior Keep your team focused and motivated

HBR Guide to Coaching Employees (HBR Guide Series) Harvard Business Review, 2014-11-18 Help your employees help themselves As a manager in today's business world you can't just tell

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The Harvard Business Review Manager's Handbook Harvard Business Review, 2016-12-13 The one primer you need to develop your managerial and leadership skills Whether you're a new manager or looking to have more influence in your current management role the challenges you face come in all shapes and sizes a direct report's anxious questions your boss's last minute assignment of an important presentation or a blank business case staring you in the face To reach your full potential in these situations you need to master a new set of business and personal skills Packed with step by step advice and wisdom from Harvard Business Review's management archive the HBR Manager's Handbook provides best practices on topics from understanding key financial statements and the fundamentals of strategy to emotional intelligence and building your employees trust The book's brief sections allow you to home in quickly on the solutions you need right away or take a deeper dive if you need more context Keep this comprehensive guide with you throughout your career and be a more impactful leader in your organization In the HBR Manager's Handbook you'll find Step by step guidance through common managerial tasks Short sections and chapters that you can turn to quickly as a need arises Self assessments throughout Exercises and templates to help you practice and apply the concepts in the book Concise explanations of the latest research and thinking on important management skills from Harvard Business Review experts such as Dan Goleman Clayton Christensen John Kotter and Michael Porter Real life stories from working managers Recaps and action items at the end of each chapter that allow you to reinforce or review the ideas quickly The skills covered in the book include Transitioning into a leadership role Building trust and credibility Developing emotional intelligence Becoming a person of influence Developing yourself as a leader Giving effective feedback Leading teams Fostering creativity Mastering the basics of strategy Learning to use financial tools Developing a business case

HBR Guide to Building Your Business Case Raymond Sheen, Amy Gallo, 2015 You've got a great idea that will increase revenue or productivity but how do you get approval to make it happen By building a business case that clearly shows its value Maybe you struggle to win support for projects because you're not sure what kind of data your stakeholders will trust

or naysayers always seem to shoot your ideas down at the last minute Or perhaps you re intimidated by analysis and number crunching so you just take a stab at estimating costs and benefits with little confidence in your accuracy To get any idea off the ground at your company you ll have to make a strong case for it This guide gives you the tools to do that

Harvard Business Review Guides Ultimate Boxed Set (16 Books) Harvard Business Review, Nancy Duarte, Bryan A. Garner, Mary Shapiro, Jeff Weiss, 2019-02-26 How to guides to your most pressing work challenges This 16 volume specially priced boxed set makes a perfect gift for aspiring leaders looking for trusted advice on such diverse topics as data analytics negotiating business writing and coaching This set includes Persuasive Presentations Better Business Writing Finance Basics Data Analytics Building Your Business Case Making Every Meeting Matter Project Management Emotional Intelligence Getting the Right Work Done Negotiating Leading Teams Coaching Employees Performance Management Delivering Effective Feedback Dealing with Conflict Managing Up and Across Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

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Learned Writing Chinua Asuzu, 2019-05-22 As lawyers we must not in hot pursuit of common law outrun common sense The dread of that eventuality prompted this book Learned Writing promotes common sense in legal language Plain language which is commonsensical broadens access to legal documents thus democratizing the law If democracy is government of the people by the people and for the people law is the language in which government interacts with the people it is the language of democracy The people whose government speaks through law must understand what is said No democratic society should brook legalese a dense verbose dialect known only to lawyers What then should society do to redress the lawyer induced obscurity A Shakespearean character had an alarming proposal The first thing we do let s kill all the lawyers Apparently that proposal was not enthusiastically endorsed which explains why we re still here A milder remedy enrolling lawyers in language classes has been muted which explains why this book is in your hands Learned Writing

motivates lawyers to prefer plain language to the legalese and verbosity that have besmirched legal writing for centuries This book is as sweeping a treatment of its subject as you can find anywhere **HBR Guide to Getting the Mentoring You**

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Review,2015-05-05 A curated collection of the business basics to fuel your success You ll get up to speed fast on the most essential business skills with this set of concise practical primers Finance Basics explains the fundamentals of corporate finance and its jargon Running Meetings gives you the tools and checklists you need to keep your meetings effective and efficient Presentations helps you create and deliver a persuasive performance fast Managing Projects shows you how to set up and execute on a project plan Managing Time helps you to figure out where all the minutes of your day are going and how to get them under control Getting Work Done helps you to use each of those minutes more productively Creating Business Plans shows you how to present the risks and rewards of your idea Managing Up helps you to build your relationship with your boss Delegating Work shows you how to hand work off right and Giving Effective Feedback teaches you how to make potentially difficult confrontations and turn them into productive conversations This 10 volume specially priced boxed set makes a perfect gift for aspiring leaders who are short on time but need advice fast Don t have much time Get up to speed fast on the most essential business skills with HBR s 20 Minute Manager series Whether you need a crash course or a brief refresher each book in the series is a concise practical primer that will help you brush up on a key management topic Advice you can quickly read and apply for ambitious professionals and aspiring executives from the most trusted source in business Also available as an ebook *Getting Work Done (HBR 20-Minute Manager Series)* Harvard Business Review,2014-10-21

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