

The book was found

HBR Guide To Better Business Writing (HBR Guide Series)



Synopsis

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 luxury. 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

Book Information

Series: HBR Guide

Paperback: 240 pages

Publisher: Harvard Business Review Press; 41489th edition (January 15, 2013)

Language: English

ISBN-10: 142218403X

ISBN-13: 978-1422184035

Product Dimensions: 1 x 5 x 9 inches

Shipping Weight: 7.4 ounces (View shipping rates and policies)

Average Customer Review: 4.7 out of 5 stars 75 customer reviews

Best Sellers Rank: #5,898 in Books (See Top 100 in Books) #7 in Books > Business & Money > Skills > Business Writing #40 in Books > Business & Money > Skills > Communications

Customer Reviews

Garner is a leading authority on writing and with this book he shows the importance of good business writing to save time, money, and the reader's patience. The text, with suggestions and practical tools, will help readers express ideas more clearly and persuasively. *WorkStyle Magazine* At last! A book I can recommend to executives and to the human resource managers whose responsibility it is to develop executives: HBR Guide to Better Business Writing, by Bryan A. Garner. *Lynn Gaertner-Johnston, Better Business Writing Blog* If you need assistance in any of these and other areas, Garner's book will be of invaluable assistance now as well as in months and years to

come.Ã¢â€• First Friday Book Synopsis

Bryan A. Garner is a leading authority on writing, grammar, usage, and style. He is the author of many books on writing, including the best-selling reference work GarnerÃ¢â€•s Modern American Usage. He is also editor in chief of the worldÃ¢â€•s most frequently cited lawbook, Black's Law Dictionary.

Came in great condition and is very easy to follow along with. Great tips that come in handy with day-to-day communication. If you are new to an office environment, I would recommend purchasing this immediately. If you want someone to read your emails, and actually act on them, this guide is where to start!

This is a great book for just about anyone in business - it covers everything from emails to much more formal business writing. In addition to the strategies and dos and don'ts, there is a wealth of information available in the appendices.

a must read. I am going to send it to my nieces and nephews

great

Great informatio

Bryan Garr has organized an easy-to-read, conversational book on better business writing. His before and after examples are especially effective, as is the grammar guide in the appendix. Personally, I found the 4-step writing process a bit confusing in the initial chapter. He does explain it in-depth a few chapters later. Overall, a concise, easy-to-use guidebook to better writing!

I am retired, so this is an excellent refresher.

Very precise to explain what is efficient English writing, lean much concept on how sharp in using sentence. It is different from other traditional version, focusing on concept to use good sentence, not just give you many test papers, let you realize it deeply.

[Download to continue reading...](#)

HBR Guide to Better Business Writing (HBR Guide Series) HBR Guide to Buying a Small Business (HBR Guide Series) HBR Guide to Buying a Small Business: Think big, Buy small, Own your own company (HBR Guide Series) HBR's 10 Must Reads 2017: The Definitive Management Ideas of the Year from Harvard Business Review (with bonus article "What Is Disruptive Innovation?") (HBR's 10 Must Reads) HBR Guide to Dealing with Conflict (HBR Guide Series) HBR Guide to Project Management (HBR Guide Series) HBR's 10 Must Reads on Emotional Intelligence (with featured article "What Makes a Leader?" by Daniel Goleman)(HBR's 10 Must Reads) Business Plan Writing Guide: How To Write Successful & Sustainable Business Plans (Business Plan Writing Guides Book 1) ESL Business English: The essential guide to Business English Communication (Business English, Business communication, Business English guide) 2k to 10k: Writing Faster, Writing Better, and Writing More of What You Love Business For Kids: for beginners - How to teach Entrepreneurship to your Children - Small Business Ideas for Kids (How to Start a Business for Kids - Business for children - Kids business 101) Writing Mastery: How to Master the Art of Writing & Write 3,000 Words Per Day - Overcoming Writer's Block (Make Money Online, Copywriting, Erotica Writing, ... Writing Mastery, How to Write a Book) HBR Guide to Buying a Small Business: Think Big, Buy Small, Own Your Own Company HBR Guide to Building Your Business Case HBR's 10 Must Reads 2017: The Definitive Management Ideas of the Year from Harvard Business Review Business Turnaround Blueprint: Take Back Control of Your Business and Turnaround Any Area of Poor Performance (A Business Book for the Hard-Working Business Owner) How to write a song: How to Write Lyrics for Beginners in 24 Hours or Less!: A Detailed Guide (Songwriting, Writing better lyrics, Writing melodies, Songwriting exercises Book 3) Resume: Writing 2017 The Ultimate Guide to Writing a Resume that Lands YOU the Job! (Resume Writing, Cover Letter, CV, Jobs, Career, Interview) The Elements of Style Workbook: Writing Strategies with Grammar Book (Writing Workbook Featuring New Lessons on Writing with Style) Elements of Business Writing: A Guide to Writing Clear, Concise Letters, Mem

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)