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Bryan A. Garner is a leading authority on writing, usage, grammar, and style. He is the author of many books on writing, including the HBR Guide to Better Business Writing and the best-selling reference work Garner's Modern American Usage. Follow him on Twitter: @BryanAGarner. 1.

GUIDE TO BETTER BUSINESS WRITING

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4 Quick Tips to Improve Your Business Writing

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"You can have all the great ideas in the world and if you can't communicate, nobody will hear them." Luckily, everyone has the capacity to improve, says Bryan Garner, author of The HBR Guide to...

How to Improve Your Business Writing - Harvard Business Review

Be polite. Avoid sarcasm and other communication styles that can be easily misinterpreted. Many of the best business writers imagine they are speaking to their audience face-to-face. Add your own touch to achieve a better business writing style. Finally, be yourself. Authors have their own personalities and styles.

8 Harvard Tips for Better Business Writing

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The first half of Garner's HBR Guide to Better Business Writing contains short chapters (the longest is nine pages) with titles such as "Know why you're writing," "Be relentlessly clear," "Waste no words," "Be plain-spoken: Avoid bizspeak," and "Be a stickler for continuity." Most of these chapters give powerful, practical examples of effective and ineffective writing.

Book Review: Better Business Writing - BusinessWritingBlog

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.

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