



HBR Guide to Better Business Writing

By Bryan A. Garner

Harvard Business Review Press. Paperback. Book Condition: New. Paperback. 208 pages. How-to Essentials from Harvard Business Review We all wish we could sharpen key management skills like writing more effective emails or proposals, focusing to-do lists on what really matters, giving more persuasive presentations, or dealing with a boss who makes you want to scream. But who has the time? The HBR Guides can help. Packed with concise, practical tips from leading experts and examples that make them easy to apply, the HBR Guides provide smart answers to your most pressing work challenges. Arm yourself with the advice you need to succeed on the job, from the most trusted brand in business. Coming fall 2012. HBR Guide to Better Business Writing, by writing expert Bryan A. Garner: Learn how to write clear, persuasive business documents from e-mails to proposals to reports that get results. HBR Guide to Persuasive Presentations, by presentations expert Nancy Duarte: Learn how to engage your audience, sell your ideas, and motivate people to act on them. HBR Guide to Finance Basics for Managers: Learn how to speak the language of finance so you can make smarter management decisions and advance your career. HBR Guide to Getting the Right Work Done: Learn how to...



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