



SMARTER THAN THE AVERAGE GUIDE

HBR Guide to

Better Business Writing

Engage readers
Tighten and brighten
Make your case

By Bryan A. Garner

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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 **HBR Guide to Better Business Writing (HBR Guide Series)** Joe L. Macdonald, 2015-08-12 Thought provoking and accessible in approach this updated and expanded second edition of the HBR Guide to Better Business Writing HBR Guide Series provides a user friendly introduction to the subject Taking a clear structural framework it guides the reader through the subject s core elements A flowing writing style combines with the use of illustrations and diagrams throughout the text to ensure the reader understands even the most complex of concepts This succinct and enlightening overview is a required reading for advanced graduate level students We hope you find this book useful in shaping your future career Feel free to send us your enquiries related to our publications to info risepress pw Rise Press **HBR Guide to Your Job Search** Harvard Business Review, 2024-02-06 Land the job of your dreams You re ready to take the next step in your career But securing the right role can take a lot of work and a lot of time and energy How do you move forward without getting overwhelmed by the process The HBR Guide to Your Job Search is here to help Whether you re new to the workforce or have a well established career this book contains practical advice for navigating your job hunt You ll learn how to Structure your search strategically Translate your strengths into a strong personal story Activate your network to find opportunities Write a r sum that gets callbacks Craft answers to common interview questions Set yourself up for success in your new role 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 Guide to Executing Your Strategy** Harvard Business Review, 2023-08-29 Put your strategy into action Even the best competitive strategies mean nothing if they aren t executed well Yet many organizations struggle when they move from defining a strategy to actually applying it Somehow all the careful planning falls apart initiatives fail and leaders are left wondering how to pick up the pieces The HBR Guide to Executing Your Strategy is here to help This book offers leaders and managers tips and advice for sharing the strategy with your employees making the shift toward the right objectives and seeing your strategy come to fruition You ll learn how to Understand the why behind your strategy Identify the capabilities you have and the ones you need Communicate objectives and priorities effectively to your team Prioritize strategic projects and let go of outdated ones

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HBR Guide to Retaining Your Best People Harvard Business Review, 2025-08-05 Stop your top talent from walking out the door Employees have a sea of options when it comes to where and how they work and if they're not getting what they want they'll move on If the threat of having your top performers working for the competition isn't bad enough high turnover can inflict serious financial and emotional costs on your company The HBR Guide to Retaining Your Best People offers concrete advice and tactics to keep valuable employees engaged and loyal to your organization You'll discover how to meet their intrinsic needs create opportunities for career development and build a workplace where they want to excel You'll learn how to Uncover the real reasons employees quit Discover the elements of work your people value most Ensure your team feels seen heard and appreciated Keep your employees learning and growing Adjust how your people work in order to offer flexibility and avoid burnout Identify where your retention strategies fall short and fix them 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

Successful Writing and Speaking: The

Communication Collection (9 Books) Harvard Business Review, Nancy Duarte, Bryan A. Garner, Holly Weeks, Jeff Weiss, 2016-09-20 This Harvard Business Review digital collection will give you the confidence and tools you need to write and speak successfully It includes the HBR Guide to Persuasive Presentations by presentation expert Nancy Duarte the HBR Guide to Better Business Writing by writing expert Bryan A Garner the HBR Guide to Negotiating by negotiation expert Jeff Weiss Failure to Communicate by consultant and coach Holly Weeks as well as HBR's 10 Must Reads on Communication Giving Effective Feedback Running Meetings How to Run a Meeting and Managing Difficult Interactions *Uncommon Law of Learned Writing 2.0* Chinua Asuzu, 2023-09-10 As lawyers we must not in hot pursuit of common law outrun common sense The dread of that eventuality prompted this book *Uncommon Law of Learned Writing 2.0* 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 mooted which explains why this book is in your hands *Uncommon Law of Learned Writing 2.0* motivates lawyers to prefer plain language to the legalese and verbosity that have besmirched legal writing for centuries This book is as sweeping and authoritative a treatment of its subject as you can find anywhere

HBR Guide to Beating Burnout Harvard Business Review, 2020-12-15 Burnout is rampant Recognize the signs and make the right changes The always on workplace and increasing pressures are leading to a high rate of burnout Unmanaged chronic work stress doesn't just lead to lower productivity and negative emotions it can have dire personal and professional consequences Are you and your team at risk The HBR Guide to Beating Burnout provides practical tips and advice to help you your team and your organization navigate the perils of burnout and rediscover healthy engagement at work You'll learn how to Understand the difference between normal stress and burnout Keep your passion for work from leading to burnout Avoid working from home burnout Protect your high performers from burnout Help prevent burnout on your team even if you're burned out Bounce back and regain your productivity and effectiveness 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 Guide to Remote Work](#) Harvard Business Review, 2021-02-02 Get your best work done no matter where you do it Video calls from your couch Project reports in a coffee shop Presentations at your kitchen table Working remotely gives you more flexibility in how and where you do your job But being part of a far flung team can be challenging How can you make remote work work for you The HBR Guide to Remote

Work provides practical tips and advice to help you stay productive avoid distractions and collaborate with your team despite the distance that separates you You ll learn to Create a regular work from home routine Identify the right technology for your needs Run better virtual meetings Avoid burnout and video call fatigue Manage remote employees Conduct difficult conversations when you can t meet in person 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 Guide to Managing Strategic Initiatives** Harvard Business Review,2020-02-11 This big initiative could make or break this fiscal year or your career Managing a successful strategic initiative may be the key to transforming your company and propelling your career forward Yet running a cross functional team on a high profile project can present a multitude of challenges and risks causing even the most experienced manager to struggle The HBR Guide to Managing Strategic Initiatives provides practical tips and advice to help you manage all the stages of an initiative s life cycle from buy in to launch to scaling up You ll learn how to Win and keep support for your new initiative Move rapidly from approval to implementation Assemble transformative high performing initiative teams Maintain the confidence of sponsors and stakeholders Stay on schedule and within budget Avoid initiative overload by killing projects that aren t meeting business needs Keep multiple initiatives in strategic alignment Arm yourself with the advice you need to succeed on the job from a source you trust Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges **HBR Guide to Setting Your Strategy** Harvard Business Review,2020-08-11 Set your company up for long term success Every company needs a strategy A focused strategy aligns decision making throughout the organization and helps establish a competitive edge in the marketplace But with so many options to consider how do you define a unique strategy that will ensure growth Whether you re starting a business from scratch or leading an existing company facing new threats this book offers the direction you need The HBR Guide to Setting Your Strategy provides practical tips and advice that break down the process of crafting strategy so you can identify the areas your company should build on to help it thrive long into the future You ll learn to Understand what strategy is and what it isn t Define where you ll play and how you ll win Conduct more effective strategic discussions with your team Test your strategy before you implement it Communicate your strategy to key stakeholders Ensure your strategy is flexible and adaptable 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 **Managing Teams in the Hybrid Age: The HBR Guides Collection (8 Books)** Harvard Business Review,2023-06-13 Lead your hybrid team to success The strictly nine to five office routine no longer exists and you may be managing a team that works in several different locations at different times of day How can you keep your team engaged and remain connected and visible both in person and virtually Managing Teams in the Hybrid Age The HBR Guides Collection offers ideas and strategies to lead your team to its highest

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have the option to work anywhere any time But how do you find the flexible arrangement that s right for you And how do you manage a team when they re all working in different places and on different schedules The HBR Guide to Managing Flexible Work is filled with practical tips and advice to help you and your team stay productive and connected no matter when or where you work You ll learn how to Set a flexible work schedule that meets your needs Remain connected and visible Get more done in less time Make the most of hybrid meetings Keep your team engaged both in person and virtually 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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