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By Bryan A. Garner



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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



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Review

“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.” — **First Friday Book Synopsis**

About the Author

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 *Garner’s Modern American Usage*. He is also editor in chief of the world’s most frequently cited lawbook, *Black’s Law Dictionary*.

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