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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.

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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.

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