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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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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.

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