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A arte de escrever bem no trabalho Harvard Business Review, 2022-06-02 Não deixe a má escrita atrapalhar sua carreira Conquiste os leitores Escreva com clareza e clareza Defenda o seu ponto de vista Indispensável para profissionais de todas as áreas e níveis de experiência este livro tem o selo de qualidade Harvard Business Review e comprova que pode dar uma guinada na carreira com passos simples eliminando os problemas que estão tirando seu sono Quando seus e-mails propostas e documentos importantes são mal escritos você corre o risco de perder tempo dinheiro e até mesmo bons negócios Pessoas que se comunicam de forma convincente e eficaz têm muito mais chances de se conectar com os outros e torná-los receptivos às suas ideias A arte de escrever bem no trabalho vai lhe mostrar que a boa redação é uma habilidade obrigatória para ser bem sucedido Com uma seção de consulta rápida com dicas de pontuação gíftes comuns e as armadilhas gramaticais e ortográficas mais corriqueiras este livro vai lhe oferecer as ferramentas indispensáveis para se expressar com clareza Aprenda a ir direto ao ponto vencer o bloqueio na hora de escrever prender a atenção dos leitores ganhar credibilidade com parceiros de

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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*. [Business Writing Today](#) Natalie Canavor, 2022-10-21
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