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Knowing how to produce effective written communications - proposals, executive summaries, important e-mails - is more crucial than ever for today's managers. In "Written Communications That Inform and Influence", readers will find powerful tools for crafting communications that get results. Experts provide suggestions for structuring your written pieces, striking the right tone and style, and avoiding all-too-common grammar goofs and gaffes. "The Results-Driven Manager" series collects timely articles from "Harvard Management Update" and "Harvard Management Communication Letter" to help senior to middle managers sharpen their skills, increase their effectiveness, and gain a competitive edge. Presented in a concise, accessible format to save managers valuable time, these books offer authoritative insights and techniques for improving job performance and achieving immediate results.

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