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Amy Gallo is a contributing editor at Harvard Business Review and the author of the HBR Guide to Dealing with Conflict at Work. She writes and speaks about workplace dynamics. [HBR Guide to Better Business Writing \(HBR Guide Series ...](#)

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Forbes magazine also references the HBR Guide to Better Business Writing. Here is a summary of some of the most important points that can assist writers to improve their business writing skills. Here is a summary of some of the

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