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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.

Book Review: Better Business Writing - BusinessWritingBlog  
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