

Business Writing As a Management Tool



Vocabulary

- **Unambiguously-** In a way that makes completely clear what is meant:
Eg-Her lawyers stated unambiguously that she's not aware of any unethical conduct.
- **Construed-** To understand the meaning, especially of other people's actions and statements, in a particular way:
Eg-Any changes to the plan would be construed as indecision.
- **Florid prose** - Very flowery in style.
- **Meandering**—Moving slowly in no particular direction or with no clear purpose:
Eg-a meandering river

- **Flab-** Unwanted fat
- **Proofread-** to find and correct mistakes in text before it is printed or put online

