Business Writing As a Management Tool

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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

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- **Flab-** Unwanted fat

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

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